

TOWN COUNCIL OF GRANGE-OVER-SANDS

Council Leader:
Cllr. Tom Harvey

Civic Mayor:
Cllr. Trish Thomas

Town Clerk:
V Tunnadine

Deputy Town Clerk:
C Benbow



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Minutes of the Personnel Committee Meeting held in the Victoria Hall at 6.00pm on Monday 23 June 2014

PRESENT: Cllr. Harvey (Chair)
Cllrs. Thomas, Greenway, Sobue, Thorne and Fitt
Cllr Shapland (observing)

V Tunnadine – Town Clerk
C Benbow – Deputy Town Clerk

Present – 3 members of the public

Have Your Say

A resident requested that agendas for Council committees be circulated via email to members of the public and that agendas state that the meetings were open to the public and that there would be a Have Your Say opportunity at all meetings of the Council.

<u>MINUTES</u>	
PC14/01	Apologies for Absence
No apologies were received.	
PC14/02	Minutes of the Previous Meeting
<u>RESOLVED</u>	The Chairman was approved to sign as a true record amended minutes of the Personnel Committee held on 30 September 2013.
PC14/03	Requests for dispensations
No requests were received since the previous meeting for dispensations to speak and/or vote on any matter where a member had a disclosable pecuniary interest.	
PC14/04	Declaration of Interests
There were no declarations by members of interests in respect of items on this agenda.	
PC14/05	Public Bodies (Admission to Meetings) Act 1960 – Excluded Item
Members noted matter 7 staff workload was identified for possible consideration without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2. This matter was confidential in nature as they related to and may be recognisable as referring to a particular individual.	

PC14/06	Work Plan	
	<p>I. Members considered schemes of work for 14-15 which may include and was not exhaustive:</p> <ul style="list-style-type: none"> • Complaints and Complaints Management. • Policy & Procedure Review process. • Appraisal format review. • Risk assessments for Council Offices/ work area. • Office equipment review. <p>II. Having considered all matters members agreed any recommendations to take to Full Council</p>	
	<u>RESOLVED</u>	<p>a) That Cllr. Greenway would work with the Town Clerk to review the Complaints and Complaints Management Policies and she requested an interim report to the next meeting on the amount of staff time spent on dealing with complaints.</p> <p>b) That Cllr. Harvey would be involved in reviewing the policy's & procedure review schedule.</p> <p>c) That Cllr. Greenway and Cllr. Thomas would work with the Town Clerk to refine the appraisal format.</p> <p>d) That all staff would be given the opportunity to carry out a risk assessment of their own work stations.</p> <p>e) That if there were any proposed amendments to the review schedule for policies and procedures, this would be taken forward to full Council for approval.</p>
PC14/07	Staff	
	<p>i) Members considered the pension briefing from NALC.</p>	
	<u>RESOLVED</u>	<p>a) That further research be undertaken and NALC/SLCC encouraged to provide more information as the Council would be keen to move forward in securing pension provision for staff and wished to make a fully informed decision.</p> <p>b) That the matter be a standing item on Personnel Committee agendas.</p>
PC14/08	Next Scheduled Meeting	
	<p>Members noted that the next scheduled meeting: Monday 22 September 2014</p>	
PC14/09	Members resolved to move to Part 2.	
	Proposed: Cllr. Thorne	Seconded: Cllr. Thomas
PC14/10	Workload Review	
	<p>Members considered work load management.</p>	

Meeting Closed at 6.45pm

Chairman:

Date: