

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman:
Cllr. Tom Harvey

Civic Mayor:
Cllr. Trish Thomas

Town Clerk:
V. Tunnadine

Deputy Town Clerk:
C. Benbow



Council Offices
Main Street
Grange-over-Sands
Cumbria, LA11 6DP

Tel: (015395) 32375
email:contactus@grangeoversands.net

Minutes of the Personnel Committee Meeting held in the Victoria Hall at 6.00pm on Monday 17 November 2014

PRESENT: Cllr. Thorne (Chair)
Cllrs. Greenway and Thomas

V Tunnadine – Town Clerk
C Benbow – Deputy Town Clerk

Present – 5 members of the public.

MINUTES

Minute Ref:	Agenda no.
PC14/11 Apologies for Absence	1
<u>RESOLVED</u> Apologies were received and approved from Cllrs. Harvey, Sobue and Fitt.	
PC14/12 Minutes of the Previous Meeting	2
<u>RESOLVED</u> The Chairman was approved to sign the Minutes of the Meeting of the Personnel Committee held on Monday 23 June 2014 as a true record.	
PC14/13 Declaration of Interests and Dispensations	3
<u>MEMBERS NOTED</u> That no interests in matters to be discussed on the agenda were declared nor requests for dispensations made.	
PC14/14 Public Participation: Public Have Your Say Members of the public agreed that their names may be included in the minutes	4
Cllr. Shapland Cllr. Shapland spoke about the history of the role of Lengthsman and how the role had evolved to include specific requests from residents.	
Cllr. McCall Cllr. McCall expressed concern that the Lengthsman was being asked to do jobs that Cumbria County Council were responsible for and was particularly concerned about the drains around Pig Lane which had not been cleaned for 2 years. He felt that the Lengthsman role should enhance the work of the County Council, not replace it.	
Cllr. Brennand Cllr. Brennand felt it was important that the public realised that the Lengthsman's services were provided by Grange Town Council and that this should be publicised.	

PC14/15 Public Bodies (Admission to Meetings) Act 1960		5
<u>RESOLVED</u>	Items 8 and 10 and relevant sections of Item 11 should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2. These matters were confidential in nature as they related to and may be recognisable as referring to particular individual members of staff.	
PC14/16 Complaints and Complaints Management		6
<u>MEMBERS NOTED</u>	An oral progress report from the Town Clerk in which she identified 3 possible amendments to the current complaints procedure.	
<u>RESOLVED</u>	<ul style="list-style-type: none"> i) The Complaints Procedure is amended to state clearly that every effort would be made to resolve problems informally and as early as possible. ii) The Complaints Procedure is amended to read that complaints should be addressed to The Council Chairman. iii) The Complaints Procedure is amended so that at Stage 2, the complaint is taken to the Personnel Committee. iv) The Complaints Procedure explains what the likely outcomes to a complaint may be so that people have clear and realistic expectations. v) The revised complaints procedure is considered by Full Council when the policy is reviewed next at the Councils Annual Meeting. vi) Full Council is recommended to adopt the Complaints Procedure with these resolved amendments. 	
PC14/17 Policy & Procedure Review process		7
<u>RESOLVED</u>	<ul style="list-style-type: none"> i) The draft amended schedule for review of policies and procedures was approved. ii) Policies and procedures would be reviewed by the clerks and any changes and events brought to members' attention. iii) The revised schedule is considered by Full Council when the policy review schedule is considered next, at the Councils Annual Meeting. 	
PC14/18 Lengthsman		9
<u>MEMBERS NOTED</u>	That Cllr McCall had proposed a review of the Lengthsman's duties.	
<u>RESOLVED</u>	<ul style="list-style-type: none"> i) That clarity is sought about the responsibilities of the County and District Councils regarding the care and maintenance of the public domain and what support they can offer GTC. ii) That the Lengthsman continue to log his activities for a year end review. 	
PC14/19 Staff Pay		11
<u>MEMBERS NOTED</u>	The circulated confidential report that considered the draft pay scales for staff 15/16 and supporting documentation.	
<u>RESOLVED</u>	i) That Full Council would approve the salary budget allocation as part of the 15/16 budget in line with the national pay award.	
PC14/20 Next Meeting		12
<u>MEMBERS NOTED</u>	The next Personnel Committee Meeting would be held on Monday 23 rd March 2015, 6.00pm Chambers, Victoria Hall, Main Street, Grange-over-Sands	
PC14/21 PART TWO		13
<u>RESOLVED</u>	That the meeting move to Part Two.	
PC14/22 Appraisal System format review		8

<u>MEMBERS NOTED</u>	The draft appraisal system format as circulated.	
<u>RESOLVED</u>	<ul style="list-style-type: none"> i) That the draft appraisal system format was approved. ii) That the bi-monthly meetings to be called 'One to One'. iii) That a summative review of all meetings be referred to as the 'Annual Appraisal'. iv) That Cllr Greenway would meet the staff team and explain the new system and that the Town Clerk would be appraised first under the new system by the Personnel Committee. v) That the Town Clerk would appraise the Deputy Town Clerk and the Finance Clerk. vi) That the Deputy Town Clerk would appraise the Victoria Hall Manager and the Information Centre Manager. 	
PC14/23 Staff Pay		11
<u>RESOLVED</u>	<ul style="list-style-type: none"> i) That the Living Wage Foundation be applied to for recognition that the Council pays the Living Wage. ii) That Full Council considers a review of regular additional hours allocated to staff to allow staff to work extra hours as and when required to meet the needs of the Council. 	
PC14/24 Training		10
<u>RESOLVED</u>	Training opportunities and requirements for 15/16 to be researched.	

The meeting closed at 7.40pm

Signed

Chair