

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Resource Centre, Arlesey on **Tuesday 5th June 2018**.

PRESENT: Cllrs: R McGann (Chairman) C Ferris (Vice Chair)
R Clark C Livermore

ABSENT: Cllrs: None.

In attendance: Ms S Foulkes (Town Clerk). No members of the public present.

18/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

001.1 Nominations for Chairman to be considered.

Cllr Ferris NOMINATED Cllr McGann for the position of committee Chairman.
Cllr Clark SECONDED the nomination. No other nominations were put forward.

RESOLVED that Cllr McGann be elected as Personnel Committee Chairman for the ensuing year.

001.2 Nominations for Vice Chair to be considered.

Cllr Livermore NOMINATED Cllr Ferris for the position of committee Vice Chair.
Cllr Clark SECONDED the nomination. No other nominations were put forward.

RESOLVED that Cllr Ferris be elected as Personnel Committee Vice Chair for the ensuing year.

18/002 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs C. Gravett, H. Frost, D. Page and A. Ward.

18/003 DECLARATIONS OF INTEREST AND DISPENSATIONS

003.1 To receive declarations of interest from councillors on items on the agenda.

a) Disclosable Pecuniary Interests: None.

b) Other Interests: None.

003.2 To receive written requests for dispensations for disclosable pecuniary interests: None.

003.3 To grant any requests for dispensation as appropriate.

RESOLVED that Cllr H. Frost be granted dispensation for non-attendance to the meeting on grounds of ill-health.

18/004 PUBLIC PARTICIPATION

There was no public participation.

18/005 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Personnel Committee meeting held on 5th December 2017.

RESOLVED that the minutes of the Personnel Committee meeting held on 5th December 2017 be approved as true record of the meeting and be signed by the Chair.

18/006 MATTERS ARISING

There were no matters arising.

18/007 TEMPORARY ADMIN ASSISTANT RECRUITMENT

Members received an update on Temporary Admin Assistant position. The current postholder had submitted their resignation with effect from 30th June 2018. The Town Clerk advised members that it was important to commence recruitment process as soon as possible in order that the holiday period was sufficiently covered.

RESOLVED: Town Clerk to re-advertise the Temporary Admin Assistant vacancy in accordance with previously advertised terms and conditions.

18/008 VILLAGE HALL/RESOURCE CENTRE CARETAKER JOB TITLE REVIEW

Members were asked to review job title following a request from post holder via recent appraisal.

Committee Recommendation: Postholder be consulted on a change of job title to 'Site Agent' and providing a positive response is received Council to approve the change in job title.

18/009 ALARM ACTIVATIONS ATTENDANCE

Members considered roles and responsibilities for responding to property alarm activations. Members noted that Resource Centre alarm activations were currently advised in the first instance to the Caretaker, regardless of the time of day or night. Recent activations had raised concerns. Town Council alarm activations were not covered under the Village Hall Caretaker role and no members of staff had been delegated 'out of hours' keyholder responsibilities. External keyholder and alarm attendance options had been researched for further consideration by the Town Council.

Committee Recommendation: Council to consider external keyholder/alarm attendance options. External services for Resource Centre to apply between 10pm and 8am.

18/010 MUGA PAVILION CARETAKER

Members considered recruitment of Caretaker (Site Agent) following refurbishment/potential increase in facility use. Members were advised that the MUGA did not under fall under the remit of the Village Hall Caretaker, and the current postholder had stated they did not wish to take this responsibility on. Two council members had currently agreed to assist with MUGA emergency call outs and ad-hoc attendances. A staff member had on occasion been contacted through informal methods outside of their working hours to attend to issues such as flood lights being left on.

Committee Recommendation: Council to continue to rely on delegated council member keyholders until increased demand is evident. Staff members who agree to attend MUGA callouts and/or bookings to be reimbursed with TOIL as a minimum half-hour regardless of time in attendance and to be taken at Clerk's discretion.

18/011 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There was no public participation.

Meeting closed at 8. 50pm

Chairman:

Date: