

Minutes of a meeting of the **PERSONNEL COMMITTEE**, Arlesey Town Council held in the Resource Centre, Arlesey on **Tuesday 8<sup>th</sup> January 2019**.

**PRESENT:** Cllrs: C Ferris (Vice Chair) A Ward  
C Livermore

**In attendance:** Mrs J Bailey (Deputy Clerk), Cllrs Holloway and 0 members of the public.

#### **18/012 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R McGann (Chair), D. Page and R Clark.

#### **18/013 DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

a) Disclosable Pecuniary Interests - **None received**

b) Other Interests – **None received**

13.2 To receive written requests for dispensations for disclosable pecuniary interests.

**None received**

13.3 To grant any requests for dispensation as appropriate.

**None received**

#### **18/014 PUBLIC PARTICIPATION**

There was no public participation

#### **18/015 MINUTES OF THE PREVIOUS MEETING**

To consider and approve the minutes of the Personnel Committee meeting held on 5<sup>th</sup> June 2018.

**RESOLVED that the minutes of the Personnel Committee meeting held on 5<sup>th</sup> June 2018 be approved as true record of the meeting and be signed by the Chair.**

#### **18/016 MATTERS ARISING**

Cllr Ward enquired as to outcome of Minute 18/009 "*Committee Recommendation: Council to consider external keyholder/alarm attendance options. External services for Resource Centre to apply between 10pm and 8am.*" Deputy Clerk advised that a contract for keyholding and alarm response services had been taken out to cover alarm response in Town Council offices and Resource Centre between hours of 10pm and 8am.

#### **18/017 UPDATE ON TOWN CLERK RECRUITMENT**

Cllr Livermore updated members on number of applications received to date and that recruitment consultant meeting had been rescheduled. Further communication with recruitment consultant required prior to scheduled meeting between recruitment panel and consultant.

**18/018 Deputy Clerk Job Description** – Members reviewed Job Description previously created for Assistant Clerk role and recommended amendments, to reflect added duties under job title Deputy Clerk.

Cllr Ward recommended that the following were incorporated in job description:

- To assist the Town Clerk with the Management of Budgets

- In the absence of the Town Clerk to supervise and manage all Town Council staff and activities
- To amend “the role requires excellent communication skills” to “interpersonal skills”
- To include management structure and line of reporting into second paragraph of ATC job description.

**Committee Recommendation that the draft document with indicated amendments and incorporating additions as recommended by Members at meeting, be created and taken to full Council for approval.**

**18/019 RISK ASSESSMENT FOR LONE WORKERS**

Members to consider Lone Workers policy and risk assessments for Town Council employees, raised by Cllr McGann.

**Matter deferred to next Personnel Committee meeting in absence of Cllr McGann.**

**18/020 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING’S MEETING**

There was no public participation.

**Meeting Closed 8.15pm**