



STANLEY TOWN COUNCIL

NOTICE OF MEETING

I hereby give notice that a meeting of the Personnel Committee of Stanley Town Council will be held on Tuesday, the 1st December at 6.30pm at Stanley Civic Hall, Front Street, Stanley, Co. Durham, DH9 0NA.

TO ALL MEMBERS of STANLEY TOWN COUNCIL PERSONNEL COMMITTEE

R. Harrison (Chair)	D. Mills	D. Walker	L. Marshall	J. Charlton
A. Clegg	C. Bell	M. Wilkinson	B. Nair	G. Graham
J. Nicholson*	W. Nixon*			

*ex-officio

You are hereby summoned to attend a meeting of the **Personnel Committee of Stanley Town Council** to be held in **Stanley Civic Hall, Front Street, Stanley**, on **Tuesday the 1st December 2015 at 18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
25th November 2015

Please turn off all mobile phones or set to silent mode
Please refer to the Policy for recording proceedings

A G E N D A

1 APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies and reasons for absence.

2 DECLARATIONS OF INTEREST

Members are invited to **DECLARE** disclosable pecuniary interests and other interests, along with the nature of those interests, in relation to any item on this agenda.

3 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR

To **RECEIVE** announcements from the Chair or Town Clerk.

4 PUBLIC PARTICIPATION

An adjournment will be allowed at the direction of the Chairman to allow for public comment and response in relation to items on this agenda or to consider written questions from the public submitted in advance of the meeting (*Individuals will be permitted a maximum of three minutes each. Total time for this session is limited to fifteen minutes*).

5 CONFIRMATION OF MINUTES (ATTACHMENT A)

To **APPROVE** as a correct record and sign the minutes of the Personnel Committee meeting held on 3rd November 2015.

6 STAFF FLEXI-TIME SCHEME (ATTACHMENTS B & C)

The Chairman would like Committee to consider working time arrangements for Town Council staff. All Town Council staff are contracted to work 37 hours per week, usually Monday to Friday with occasional weekends. At present, an informal flexi-time scheme is in operation. Staff have nominal core hours of 9.30 – 4.30 (4.00 on Fridays) and accrue time in lieu for attendance at evening meetings, weekends etc which can be taken at any reasonable time, subject to the requirements of the service. Civic Hall Staff work fixed-length shifts to a rota prepared a month in advance to meet the operational requirements of the Hall.

The Town Clerk has attached an example of a flexible working scheme used by another public sector employer to assist discussion. It should be noted that under this example scheme, employees could accrue a significant number of additional leave days.

The Town Clerk does not consider flexible working is a viable option for staff in the Civic Hall as staff need to be tasked to cover hall opening times and events. A revised or more formal flexi-time scheme could be implemented for Town Council staff. Members should consider if the implementation of such a scheme will deliver operational benefit to the Council beyond the existing arrangements.

Committee is requested to **CONSIDER** this matter and **DECIDE** what to do.

7 CIVIC HALL SECURITY

The Chairman has requested that Members of Committee give consideration to Security within the Civic Hall. Items to be considered:

Access Control – Methods of controlling entry into parts of the building
Staff & Visitor ID Badges
Requirements for signing in and out of the building by different classes of visitors.

Committee is requested to **CONSIDER** this matter and **DECIDE** what to do.

8 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 12th January 2016, 18.30 at the Civic Hall

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.