
MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL
held at Stanley Civic Hall, Front Street, Stanley on Tuesday 1st December 2015 at 6.30pm

PRESENT: Cllr D Walker* Cllr D Mills Cllr G Graham Cllr J Nicholson
 Cllr W Nixon Cllr B Nair Cllr A Clegg Cllr C Bell

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (PA to the Town Clerk)

418 APOLOGIES

Apologies received from Cllrs R Harrison, L Marshall, J Charlton and M Wilkinson were accepted by the Committee.

419 DECLARATIONS OF INTEREST

Cllr Bell declared an interest as Chairman of the Stanley Traders Association.

420 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Clerk noted that no one was recording the meeting.

421 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

422 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr G Graham, seconded by Cllr C Bell and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 3rd November 2015.

423 STAFF FLEXI-TIME SCHEME

Members discussed the proposed flexi-time scheme and the current working arrangements for Civic Hall and Town Council staff. Members noted that:

- (i) Civic Hall staff do not operate a flexi-time scheme. Their shifts are rostered a month in advance based on the bookings in the Civic Hall and what the operational requirements are.
- (ii) Town Council staff currently work core hours of 9.30 – 4.30. At present, staff record additional hours worked due to attendance at evening meetings etc and manage their hours in consultation with the Town Clerk.

- (iii) The implementation of a formal flexi scheme would result in officers who regularly attend meetings outside core hours accruing additional leave. Attendance at all 5 Council meetings held each month amounts to a minimum 15 hours additional working time above the standard contracted hours. It is better to manage this informally than allow staff to accrue 2 days additional leave per month.

It was proposed by Cllr G Graham, seconded by Cllr C Bell and **RESOLVED** that the Committee recommend that the lieu/flexi time management arrangements that are currently in place continue as they are.

424 **CIVIC HALL SECURITY**

Members discussed the issues raised by Cllr R Harrison in relation to access control, staff & visitor ID badges and signing in & out of the Civic Hall.

It was **RESOLVED** that the committee recommend that the Town Clerk and Civic Hall Manager look into these issues further and report back to Committee with recommendations.

425 **DATE, TIME AND VENUE OF NEXT MEETING**

12th January 2016, 6.30pm, Stanley Civic Hall