

**MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL**

Held at Stanley Civic Hall, Front Street, Stanley on Tuesday 5th April 2016 at 6.35pm

**PRESENT:** Cllr R Harrison\*      Cllr D Mills      Cllr D Walker      Cllr J Charlton  
Cllr A Clegg      Cllr M Wilkinson      Cllr G Graham      Cllr J Nicholson  
Cllr W Nixon

\*Chairman

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

**OTHERS IN ATTENDANCE:** Cllr D Tully

**606            APOLOGIES FOR ABSENCE**

Apologies received from Cllrs L Marshall, C Bell and B Nair were accepted by the Committee.

**607            DECLARATIONS OF INTEREST**

Cllr J Charlton declared a non-pecuniary interest as a member of Durham County Council.

**608            PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN OR TOWN CLERK**

The Town Clerk noted that no one was recording this meeting.

**609            PUBLIC PARTICIPATION**

No public were in attendance.

**610            CONFIRMATION OF MINUTES**

It was proposed by Cllr A Clegg, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 12th January 2016.

**611            TERMS OF REFERENCE**

Committee discussed the proposed changes to the terms of reference. It was **RESOLVED** that the following change be **RECOMMENDED** to Council:

- (i) Amend paragraph PEC2 in respect of the schedule of meetings, i.e:

'PEC2 – The Committee shall meet a minimum of twice a year in March and September to conduct the Appraisal of the Town Clerk and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.

The Clerk suggested that changes to policies could be considered via email and if members required it a meeting could be called to discuss the policy in depth.

## 612 OUTSTANDING ACTIONS

The Town Clerk tabled a report from the Civic Hall Manager which outlines ideas for improving security in the Civic Hall.

It was proposed by Cllr D Mills, seconded by Cllr W Nixon and **RESOLVED** that the Clerk look into manual locks, staff ID badges, visitor badges, risk assessments and signing in books for contractors and bring **RECOMMENDATIONS** back to Committee.

## 613 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

*Justification for excluding the public and press from consideration of the following item:  
Discussion of staff performance which is confidential.*

## 614 TOWN CLERK APPRAISAL

Committee discussed the report prepared by the Town Clerk and agreed a number of objectives for the Town Clerk for 2016/17 which would be presented to Council for approval.

## 615 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 3rd May 2016, 6.30pm, Stanley Civic Hall