



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 5th April 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 5th April 2016** at **18.30** in order to transact the following business:

Yours sincerely,

Alan Shaw
Town Clerk
30th March 2016

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 12th January 2016.

6 TERMS OF REFERENCE

The Constitution of the Council (which includes the Terms of Reference and delegations of authority for all Standing Committees) is approved by Council each year at the Annual General Meeting held in May.

The current terms of reference are as follows:

PEC1 - The Personnel Committee (a Standing Committee) shall comprise up to a maximum of ten Members and, in addition, to include the Chair and Vice-Chair of the Council.

PEC2 – The Committee shall meet as and when required or as otherwise determined by the Committee at the beginning of the civic year.

PEC3 - The quorum shall be three Members.

PEC4 - The Committee is delegated with authority to pursue the following roles and functions:

- a) To consider issues concerning the employment and salaries, terms and conditions of all staff and make recommendations to the full Council;
- b) To consider issues concerning Council personnel policy and make recommendations to the full Council;
- c) To review the staffing structure and levels, and make recommendations to the full Council;
- d) To review health and safety at work for all Council employees.
- e) To ensure the Council complies with all legislative requirements relating to the employment of staff;
- f) To interview applicants for the positions of Town Clerk, Civic Hall Manager and any post graded higher than the Civic Hall Manager and make recommendations to full Council;
- g) To introduce and keep under review a system for regular staff appraisals;
- h) To have responsibility for the line management of the Town Clerk.

Committee is requested to **REVIEW** the terms of reference of the Committee and make **RECOMMENDATIONS** to Council if changes are required.

RECOMMENDATION

- (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.

7 OUTSTANDING ACTIONS

Committee has requested be provided for consideration of options relating to security and access control within the Civic Hall. (*Minute #424 of 2015/16 refers*)

At the time of issuing this agenda, that report has not been completed. If it is available in time for the meeting it will be tabled for consideration.

8 EXCLUSION OF PRESS AND PUBLIC

***Any members recording the proceedings must stop at this point.**

To **RESOLVE** 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.

9 TOWN CLERK APPRAISAL

ATTACHMENT B Review of Council Operation (July 2015)
ATTACHMENT C STC Appraisal Policy
ATTACHMENT D STC Appraisal Form
ATTACHMENT E Matters for Consideration

The Town Clerk joined the Council in July 2015 and was not set specific objectives by Council at that time. At the Ordinary Council meeting held on 28th July 2015, Members agreed a report prepared by the Clerk in which the Clerk had identified some areas of work to focus on. (*Minute #STC.54-15 refers*). A copy of that report is attached.

Committee is requested to:

- (i) **CONSIDER** whether or not the Town Clerk has delivered against the objectives agreed in July 2015 and subsequently; and
- (ii) **SET** Objectives for the Town Clerk for 2016/17 Financial year.

The Town Clerk has prepared a list of matters which Committee may take into consideration when deciding on the Clerk's objectives for the next coming year.

10 DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 3rd May 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.