

## PORTLAND TOWN COUNCIL

### HUMAN RESOURCES & IT COMMITTEE MINUTES OF THE MEETING HELD ON TUESDAY, 29<sup>TH</sup> SEPTEMBER 2015 AT OSPREY LEISURE CENTRE, CASTLETOWN AT 2.00 PM

**PRESENT:** Councillors G. Chadwick (Chairman), Mrs S. Cocking and C. Flack

**IN ATTENDANCE:** Ian Looker (Town Clerk)

#### **49 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs. Mrs S. West and R. Wild.

#### **50 – DECLARATIONS OF INTEREST**

Cllr. Chadwick declared an acquaintance with three of the applicants under Agenda Item 11 – Appointment of Assistant Town Clerk. The Clerk declared an interest as a contributor to the Dorset County Council superannuation scheme under Minute 47.

#### **51 – PUBLIC PARTICIPATION**

There was none, no member of the public being present.

#### **52 – MINUTES OF LAST MEETING HELD ON 7<sup>TH</sup> JULY 2015**

The minutes were formally approved and signed as a correct record. (For: 3 votes, Against: 0 votes, Abstentions: 0 Votes)

#### **53 – MINUTE UPDATE AND MATTERS ARISING**

There were no comments.

#### **54 – HEALTH AND SAFETY MATTERS**

##### **a) Competent Person**

The Clerk will follow up with Lee Payne at the County about the service they can offer.

##### **b) Fire and Other Emergencies**

Cllr. Flack reported that a training course had specified meetings should begin with the chairman providing safety information. It was agreed Cllr. Flack would draft a procedural note.

#### **55 – STAFF HANDBOOK**

Members considered some issues raised by the consultant as follows:-

##### **a) 2.3 – Salary Settlement**

para 2: “20<sup>th</sup>” of the month agreed

para 3: “Responsible Financial Officer” agreed

At this point it was proposed by Cllr. Chadwick and **RESOLVED** – that pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the remainder of the meeting by reason of the confidential nature of the business to be transacted. (3-0-0)

It was proposed by Cllr. Chadwick that the Finance Working Group investigate the cost of payroll software, outsourcing payroll administration and retaining the existing situation with a view to recommendations being brought to full Council.

**b) 3.2 – Flexible Working: Eligibility**

The need for a Flexible Working Policy was agreed.

It was proposed by Cllr. Chadwick and **RECOMMENDED** – that a Policies Working Group be appointed to produce a set of policies or the work be outsourced to a consultant. (3-0-0)

**c) 4.3 – Annual Leave**

Agreed that the Clerk would check the accuracy of the entitlement.

**d) 4.3.1 – Bank / Public Holidays**

Agreed to note leave between Christmas and New Year is taken from annual leave entitlement.

**e) 5.2 – Absence Management Policy: Responsibilities**

Agreed need for Clerk to check Absence Management Policy and Procedures.

**f) 5.0 – Final Sickness Review Meeting**

Agreed need for disciplinary procedures statement.

**g) 6.2 – Conditions of Employment**

para 1: “37 hours” agreed

para 4: “monthly” agreed

Clerk asked to draft statement of current working and provide copy of contracts for Group members to see. Need for monthly timesheet acknowledged, giving details of times worked.

**h) 6.11.1 – Performance and Development Review**

Page 62(?) to be confirmed.

It was also suggested that the Town Council draw up its own emergency plan.

**56 – RECORDING MEETINGS**

**RECOMMENDED** – that copies of recordings of the Council’s meetings be available to members of the public subject to a written request. (3-0-0)

**RECOMMENDED** – that the Council buy a second voice recorder. (3-0-0)

Cllr. Chadwick will provide the Clerk will all recordings not yet sent. He will also set up a new account to the Cloud with password, available to all members and officers of the Council.

**57 – IT PROVISION**

**RECOMMENDED** – that the Council buy a new lap-top for the Clerk with a price limit of £500. (3-0-0)

The Council’s possible use of Windows 10 was discussed. The Clerk was asked to consult with the Council’s IT support about its provision and arrange for Kaspersky Anti-Virus to be installed on the Assistant Clerk’s computer.

**58 – APPOINTMENT OF ASSISTANT CLERK**

Members compiled a shortlist of candidates for interview.

**59 – DATE OF NEXT MEETING**

The date remains to be decided.

The meeting ended at 4.45 pm.

Signed..... Dated.....  
(Chair)