

POCKLINGTON TOWN COUNCIL

PERSONNEL COMMITTEE

A Personnel Committee (PC) meeting was held on Wednesday 24th July 2019 which commenced at 6.00pm at the Town Meeting Room, The Old Courthouse, George Street, Pocklington.

Present: Chairman Cllr I Madden (IM) and Cllrs M Cooper (MC), R Hodgson (RH), J Pink (JP) and the Deputy Town Clerk Claire Findlay (CF).

1. To accept apologies for absence.

No apologies.

2. Declarations of interest. To record declarations of interest by any member of the committee in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

There were no declarations.

3. To review actions from the last meeting.

The Minutes of the Personnel Committee meeting held on 12th June 2019 were agreed at Full Council on 10th July 2019. An item that had been brought up briefly at the last meeting (the use of credit cards) was discussed at length. Cllrs felt that staff members should not be required to use their personal credit cards for business purposes. MC to approach Pocklington Arts Centre (PAC) and request a short written report of the reasons why a credit card would be useful and the probable monthly spend on items that cannot be bought on account or invoiced. JP to draft rules and regulations (including safeguards) for credit card usage. CF to research what credit cards would be available. All information gathered by the Personnel Committee, including credit limit and trial period to be presented to Full Council at the next meeting with a recommendation to provide a business credit card. CF advised that ERNLLCA amongst other organisations advised against the use of credit cards for Town/Parish Councils.

4. To set a date for all staff to have read and discussed the Staff Handbook before attending a meeting with the Personnel Committee to discuss any amendments they feel are pertinent.

- MC to bring this up at the next PACMT meeting and set a deadline for all PAC staff to have read and commented on the staff handbook. A Personnel Committee meeting will then be arranged during the first week in September at the Arts Centre for staff to suggest any changes they feel are necessary.
- CF to liaise with Gordon Scaife (GS) to ensure PTC staff read the staff handbook and raise any issues they feel need addressing, to be discussed at a Personnel Committee meeting to be held at the Courthouse, date to be confirmed.

5. To set the first Open Forum date for all staff.

To be confirmed.

6. Staff Training. To discuss how courses are advertised to all staff and volunteers and how staff development is recorded.

- CF explained that she and GS were notified of upcoming courses by ERNLLCA and SLCC. Cllrs asked what they could do to facilitate GS and CF completing the CiLCA course. CF to liaise with GS and develop an action plan.
- MC enquired about Personnel Training for Cllrs, CF stated that ERNLLCA are looking at running a course later in the year.
- MC to approach PAC regarding staff development needs.

7. To discuss the procedure for distributing Minutes of Personnel Committee meetings.

CF explained that currently draft Minutes are circulated to committee members to check for inaccuracies then they are agreed at Full Council and placed on the Website. Cllrs asked that they also be emailed to PAC to be displayed on a staff notice board.

8. Date and time of next meeting.

Next meeting to be agreed following the Open Forum meetings with staff. The meeting closed at 6.48pm.