

PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE held on Monday
30th October 2023 at The Day Centre, Commercial Road at 7 pm

PRESENT: Cllr C. Williams, in the Chair
 Cllrs D. Kent, R. Moon, M. Munday,

IN ATTENDANCE: Mrs N Reay, Town Clerk
 Cllr R Atkins

APOLOGY: Cllr N Maari,

PER6 **DECLARATIONS OF INTEREST**
 There were no declarations of interest.

PER7 **MINUTES OF THE PREVIOUS MEETING**
 The minutes of the meeting held on the 7th June 2023 were APPROACHED.

PER8 **SCHEME OF DELEGATION**
 Members considered the draft scheme of delegation which the clerk had drawn up. Following the discussion Cllr Williams proposed, Cllr Munday seconded:
That the scheme should be adopted and reviewed in 6th months' time.
 CARRIED unanimously.

This recommendation will be referred to the Full Council meeting for ratification.

PER9 **CIVILITY AND RESPECT PROJECT**
<https://www.nalc.gov.uk/our-work/civility-and-respect-project#roles-and-responsibilities-guidance>
 The Council signed the Civility and Respect pledge at its meeting on 17th July 2023. The pledge states:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise

Signed Committee Chairman:

Date:

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- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

The Town council has already adopted the projects Officer/Member protocol.

Whilst training is offered to both members and staff there was recommended programme is place.

All members had signed up to the Code of Conduct.

All staff have contracts of employment and the Council has a support programme from Croner for HR Services.

Members discussed what further steps were needed to comply with the pledge.

It was agreed that the following steps should be taken –

- Drawing up of a training schedule for both members and staff – whilst it would be voluntary for members they would be strongly encouraged to take part. The Committees would be asked to consider what training would be appropriate for their members. Training to be included in the Terms of Reference
- Anti-Bullying and Harassment training for all members.
- The Council to work towards the Local Council Award Scheme

The Civility and Respect project had also published a Dignity at Work Policy which members considered.

Cllr Williams proposed, Cllr Munday seconded:

That the Council should adopt the Dignity at Work Project.

CARRIED unanimously.

This recommendation will be referred to the Full Council meeting for ratification.

PER10

CRONER SUPPORT

The Town Council uses Croner to support its HR & Health and Safety Functions. Costs would be reduced if the Council approves a 5 year agreement. The costs would be fixed for that period.

Cllr Williams proposed, Cllr Kent seconded:

That the Council should agree to a 5 year policy.

CARRIED unanimously

Signed Committee Chairman:

Date:

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PER11 UNION MEMBERSHIP

The Town Council pays the professional membership fees to the following:

SLCC for the Clerks,

CIMA for the RFO

Chartered Institute of Horticulture for the Estates Manager.

Grounds Management Association for the Grounds Staff

The SLCC no longer offers Union support this is now offered by the ALCC, which can be paid separately by the member.

A member of staff would like to join a union and have the council recognise the membership.

Cllr Kent proposed, Cllr Williams seconded:

That the council should recognise Union membership for its staff

CARRIED 3 in favour, 1 abstention.

Cllr Williams proposed, Cllr Munday seconded:

That under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the following items should be exempt from the press and public.

CARRIED unanimously.

PER12 STAFF SALARIES 23/24

Members considered the attached report.

Cllr Moon proposed, Cllr Munday seconded:

That the recommendations should be accepted.

CARRIED unanimously.

Under the Terms of Reference, Full Council must approve staff salaries.

PER13 HEALTH AND SAFETY REPORT FROM CRONER

Members noted the attached report and an update on progress would be given at the next meeting.

PER14 DATE OF NEXT MEETING

The next meeting was provisionally arranged for the 11th December at 6.45 pm.

The meeting closed at 9 pm.

Signed Committee Chairman:

Date:

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