

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 1st SEPTEMBER 2010** at **9.30 a.m.**

PRESENT:-

Councillor M. Pratt – Chairman

Councillor C.R. Bright

Councillor L. Gloyn-Cox

Councillor Mrs. A. Patrick

Councillor W.S. Trite (Town Mayor)

Also Present: -

Dr. M.K. Ayres

Acting Town Clerk

Mrs. L. Burgess

Senior Administration/Finance Officer

Public Participation Time

There were no members of the public present at the meeting.

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

2. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by Councillor Mrs. Patrick, and
RESOLVED UNANIMOUSLY:-

That, under Standing Orders 67 and 68, by reason of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

3. **APPOINTMENT OF NEW TOWN CLERK**

(a) **Interview and Appointment Process**

Further to Minute No. 3 (c) of the Personnel Committee meeting held on 30th July 2010, it was reported that one application had been received for the position of Town Clerk.

In accordance with professional advice received, it was agreed that the applicant should be interviewed before any appointment is made.

It was proposed by the Chairman, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

That an Interview Panel be appointed, comprising of the Town Mayor, Deputy Mayor and the Chairman of the Personnel Committee.

Following discussion, Councillor Bright was invited to join the Interview Panel, but declined the invitation.

Members of the Personnel Committee were given the opportunity to submit any specific questions that they may wish to raise with the applicant to the Panel prior to the interview.

It was AGREED:-

That the interview be held on Thursday, 9th September 2010 at 9.30 a.m. in the Town Hall.

(b) **Draft Contract of Employment**

A draft Contract of Employment agreed between NALC and the Society of Local Council Clerks, was submitted for consideration, together with a Statement of Written Particulars that had been issued to the previous postholder.

Detailed consideration was given to the documents, and some amendments were recommended.

It was RESOLVED:-

That the draft Contract of Employment be amended in accordance with the recommendations suggested, subject to the approval of the Council's professional advisers, and circulated to all members of the Personnel Committee prior to the interview.

4. **ADDITION TO STAFF HANDBOOK**

In accordance with professional advice received, consideration was given to the adoption of a Drug and Alcohol Policy.

A draft document entitled "Health, Safety, Welfare and Hygiene" encompassed an "Alcohol and Drugs Policy", and detailed consideration was given to this document.

Following discussion, it was proposed by the Chairman, seconded by Councillor Gloyn-Cox and RESOLVED UNANIMOUSLY:-

That, subject to minor amendments in respect Of smoking during working hours and use of radios, the "Health, Safety, Welfare and Hygiene" document be adopted and incorporated within the Town Council's Staff Handbook.

5. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no additional matters to report at the present time.

6. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Personnel Committee be held on Wednesday, 6th October 2010 at 9.30 a.m.

The meeting concluded at 10.30 a.m.
