



Minutes of Crediton Town Council's Administration & Personnel Committee Meeting, held on Tuesday, 14th June 2016, at 6.00 pm, at the Council Chamber, Market Street, Crediton

Present: Cllrs Miss J Harris (Committee Chairman), Mr F Letch, Mr A Wyer, Mr W Dixon and Mrs A Hughes

In Attendance: Mrs Clare Dalley, Town Clerk

1. **To elect a Committee Chairman for 2016-17**
It was **resolved** to elect Cllr Harris as Committee Chairman for 2016-17. (Proposed by Cllr Letch)
2. **To elect a Committee Deputy Chairman for 2016-17**
It was **resolved** to elect Cllr Letch as Committee Deputy Chairman for 2016-17. (Proposed by Cllr Wyer)
3. **To receive and accept apologies**
It was **resolved** to receive and accept apologies from Cllr Brookes-Hocking (Proposed by Cllr Letch)
4. **Declarations of Interest**
Cllr Letch declared that as a member of more than one authority that any views or opinions expressed at this meeting would be provisional and would not prejudice any views expressed at a meeting of another authority.
5. **Public Question Time**
There were no members of the public.
6. **Order of Business**
There were no changes to the order of business.
7. **Chairman's and Clerk's Announcements**
There were no announcements.
8. **Administration & Personnel Committee Minutes** – To approve and sign the minutes of the Administration & Personnel Committee Meeting held on 23rd February 2016, as a correct record. It was **resolved** to approve the minutes, of the Administration & Personnel Committee Meeting held on 23rd February 2016, as a correct record and they were duly signed by Cllr Harris. (Proposed by Cllr Hughes)
9. **Matters Arising**
There were no matters arising.
10. **To consider the quotations received for a new information technology contract and agree a course of action.** The quotations were circulated prior to the meeting. The quotations were considered.

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The Clerk explained that should the Town Council move away from its existing arrangements a new broadband connection would need to be arranged as well as the transfer of the existing data, e-mail and website addresses. It was resolved as follows:

- To accept the quotation from Cosmic at an initial upfront cost of £3,059.
- To self-insure and not take the optional extra 3 year upgrade warranty for each pc or the laptop.
- To take the optional extra Cloud back up (Cloudberry or Carbonite) at an additional cost of £250
- To set up a BT infinity account with unlimited local, national and uk mobile telephone calls and unlimited broadband at a cost of £38.10 per month.

(Proposed by Cllr Letch)

11. **To consider and amend/agree a Crediton Town Council Training & Development Policy.** A copy of the policy prepared by the Town Clerk had been issued with the agenda. It was resolved to approve the Training & Development Policy and recommend it to the full Council for immediate adoption. (Proposed by Cllr Letch)
12. **To consider and amend/agree a new Crediton Town Council Grievance Procedure.** A copy of the procedure prepared by the Town Clerk had been issued with the agenda. It was resolved to approve the Grievance Procedure and recommend it to the full Council for immediate adoption. (Proposed by Cllr Hughes)
13. **To consider and amend/agree a new Crediton Town Council Disciplinary Procedure.** A copy of the procedure prepared by the Town Clerk had been issued with the agenda. It was resolved to approve the Disciplinary Procedure and recommend it to the full Council for immediate adoption. (Proposed by Cllr Letch)
14. **To review the Town Council's Appraisal System.** A copy of the existing Appraisal System had been issued with the agenda. Cllr Letch provided an overview of the process, explaining the Clerk's appraisal is carried out jointly by the Chairman and Deputy Chairman. The Assistant to the Town Clerk and Mayor's appraisal is carried out jointly by the Town Clerk and Mayor. Councillors are given the opportunity to feed into the system by providing their views on staff performance prior to the appraisal meetings. It was resolved that no changes needed to be made to the existing appraisal system. (Proposed by Cllr Letch)
15. **To review the Council's submission for the Local Council Award Scheme and agree further actions.** The Town Clerk provided an update explaining that she believed the only outstanding document was an action plan and related budget responding to community engagement and setting out a timetable for action and review. She confirmed this was currently being worked on and a final draft will be circulated to Committee members before the next scheduled meeting in October. It was resolved for the Town Council to register its intention to apply for the Quality Award with the National Association of Local Councils (NALC) at a cost of £50. (Proposed by Cllr Dixon)
16. **To discuss the office workload including the Office 'To Do' list and current projects.** The Clerk issued copies of the office 'To Do' list to members and it was discussed. Cllr Letch suggested that items such as the asset audit and allotment inspections could be carried out by/or assisted by Councillors. The Clerk was advised to request help when/if it is needed. It was resolved to note the office 'To Do' list. (Proposed by Cllr Harris)

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- 17. **To discuss this Committee's aims and objectives for the next six years in order for them to be considered in the development of Crediton Town Council's Strategic Plan.**
There were no further aims and objectives identified.

PART TWO ITEMS

- 18. **It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information. (Proposed by Cllr Harris)**
- 19. **To discuss the Assistant to the Town Clerk & Mayor's appraisal and consider any further actions.** The Town Clerk reported on the Assistant to the Town Clerk & Mayor's appraisal, advising her performance is excellent and there are no issues. Her degree was due to finish at the end of June and in view of this she had asked to increase her hours to full time from 1st July 2016. The Clerk confirmed both she and Cllr Letch supported this request due to the increasing office workload. It was resolved to recommend to full Council that the Assistant to the Town Clerk & Mayor's terms and conditions of employment are changed by increasing her hours from 30 hours per week to 37 hours per week from 1st July 2016. (Proposed by Cllr Harris) It was further resolved to review the Assistant to the Town Clerk & Mayor's salary when she attains her degree and CiLCA qualification (Proposed by Cllr Letch)
- 20. **To discuss the Clerk's appraisal and to consider any further actions.**
Cllr Letch reported on the Town Clerk's appraisal advising her performance is excellent and there are no issues.
- 21. **To discuss the new 2016-2018 NALC & SLCC salary scales and agree a course of action.** The Clerk advised that the new 2016-2018 NALC & SLCC salary scales had been agreed and should be back dated to take effect from 1st April 2016. The Clerk advised that she did have delegated responsibility to implement this change, however, since there was an imminent Administration and Personnel Committee she thought it appropriate to bring the matter to the Committee. It was resolved to note and implement the new 2016-2018 NALC & SLCC salary scales. (Proposed by Cllr Letch)
- 22. **Close**
The meeting closed at 7.04 pm

Signed..........Date: 18-10-16.....
(Chairman)