

**PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE
HELD ON WEDNESDAY 23RD NOVEMBER 2016 AT 11.00 AM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Ball.
Councillors M Walsh, I McLauchlan, A Turner and J Coombs
Clerk to the Town Council- Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. P Summerbell.

2. MINUTES

The minutes of the previous meeting on the 18th October 2016 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared.

4. CORRESPONDENCE

None received.

5. REVIEW OF THE STAFF APPRAISALS

The appraisals were reviewed by the members. Cllr A Ball and the Clerk answered points raised by the councillors. Clarification is sought on a Maintenance Team members comment about receiving interference by the public and councillors.

All present agreed that the Clerk and a Councillor are present at all the appraisals next year which are to take place during September in readiness for the Estimates. **SG**

All present further agreed to obtain an independent assessment by BALC of the Clerk's role in April 2017 **SG**

All present further agreed that the Chairman sends an e-mail to the councillors reminding them of the procedures to be followed sending apologies when they are unable to attend a meeting. **MW**

6. APPROVAL OF A NEW TELEPHONE SYSTEM FOR THE OFFICE

The office telephone system is in need of replacement. Cllr J Coombs proposed to install a Cloud based IP hosted telephone solution. **All present agreed.** The Clerk is requested to obtain 3 quotations to be recommended to the Town Council for approval. **KP**

7. APPROVAL OF AN EFFECTIVE SUPERVISOR TRAINING COURSE

Cllr A Ball proposed to approve an Effective Supervisor training course for the Maintenance Team Leader and Clerk to attend. **All present agreed.** **SG**

8. APPROVAL OF A CHANGE IN THE SEASONAL WORKING HOURS FOR THE MAINTENANCE TEAM

Further to a recommendation from the Maintenance Team, **all present agreed** to change the summer working hours from 1st April -31st October to 1st March -30th September with effect from 2017. **SG**

9. ADVERT FOR THE MAINTENANCE TEAM SUMMER OPERATIVES

The Clerk had previously circulated an advert for the Maintenance Team summer operatives.

Cllr J Coombs proposed to approve the advert. **All present agreed** to advertise the position from the middle of December, with a closing date of 17th January 2017 and interviews to be held in the week commencing 23rd January 2017. The interview panel will consist of the Kevin Locke, Maintenance Team Leader, Cllr Andy Ball, Chairman of Admin/HR and Kirsty Pope, Deputy Clerk. **KL/AB/KP**

10. AGENDA ITEMS FOR NEXT MEETING

To be advised.

11. TO PASS A RESOLUTION TO EXCLUDE THE PUBLIC AND PRESS IN ACCORDANCE WITH SECTION (12) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.

Cllr A Ball proposed to pass a resolution to exclude the public and press in accordance with section (12) of the public bodies (admission to meetings) act 1960 to discuss staff remuneration. **All present agreed.**

12. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 12.20pm

Chairman **Date**