

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 6th NOVEMBER 2012 AT 11.00M
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr A Rolfe

Cllr A Turner, J Coombs, I McLauchlan, J Coombs and P Summerbell.

Clerk Susanne Griffiths

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr S Swanson, W Woolf, G Hall and P Williams.

2. MINUTES

The minutes of the previous meeting on the 9th October 2012 having been circulated and were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration. None were declared.

4. CORRESPONDENCE

Letter from a resident requesting that he is considered should a position on the Maintenance Team become available. **All present agreed** for the Clerk is to respond advising that his details will be kept on record should a vacancy arise in the future. **SG**

5. INVOICES FOR CONFIRMATION

Payment report for November has yet to be generated.

6. RECOMMENDATION TO THE TOWN COUNCIL TO ADOPT A WHISTLE-BLOWING POLICY

Cllr A Turner proposed that a recommendation is made to the Town Council to adopt a whistle –blowing policy. Seconded by Cllr J Coombs. **All present agreed** to circulate a proposed whistle-blowing policy to the members for their consideration with a recommendation that the policy is adopted at the next Town Council meeting and reviewed annually. Cllr J Coombs **agreed** to prepare the documents in a handbook for the distribution to staff and councillors. **JC/ SG**

7. RECOMMENDATION TO THE TOWN COUNCIL TO ADOPT THE REVISED DISCIPLINARY POLICY AND PROCEDURE

Cllr J Coombs proposed that a recommendation is made to the Town Council to adopt a revised Disciplinary policy and procedure. Seconded by Cllr I McLauchlan. **All present agreed** to circulate a proposed Disciplinary policy and procedure to the members for their consideration with a recommendation that the policy is adopted at the next Town Council meeting and reviewed annually. Cllr J Coombs **agreed** to prepare the documents in a handbook for the distribution to staff and councillors. **SG/JC**

8. A RECOMMENDATION TO THE TOWN COUNCIL TO ADOPT THE REVISED GRIEVANCE POLICY AND PROCEDURE

Cllr J Coombs proposed that a recommendation is made to the Town Council to adopt a revised Grievance policy and procedure. Seconded by Cllr A Turner. **All present agreed** to circulate a proposed Grievance policy and procedure to the members for their consideration with a recommendation that the policy is adopted at the next Town Council meeting and reviewed annually. Cllr J Coombs **agreed** to prepare the documents in a handbook for the distribution to staff and councillors **JC/SG**

9. REVIEW OF THE STANDING ORDERS RELEVANT TO THE ADMIN/HR COMMITTEE

All present agreed to review the recommendation of the Standing Orders Working Group concerning the Standing Orders relevant to the Admin/HR Committee.

10. RECOMMENDATION TO THE TOWN COUNCIL CONCERNING THE EMPLOYMENT OF A THIRD MAINTENANCE OPERATIVE FOR THE SUMMER SEASON 2013

All present agreed to recommend to the Town Council a third Maintenance operative is employed from the 1st May 2013 until 31st October 2013 for the summer seasonal work at a rate of £8 per hour. The Clerk is requested to advertise the post in March 2013. **SG**

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

All present agreed 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 Performance Appraisals for the Clerk and Deputy Clerk and discuss and decide on a recommendation to the Town Council to adopt the independent recommended salary for a full time Clerk as suggested by BALC

The Clerk left the room at 12.45 and returned at 12.55pm

12. THE ESTIMATED BUDGET FOR ADMIN/HR COMMITTEE FOR 2013/2014

Estimates for the next financial year were **agreed** for submission to the Estimates Committee.

13. AGENDA ITEMS FOR NEXT MEETING

To be advised

14. 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 12.15pm.

Chairman **Date**