

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 14TH NOVEMBER 2017 AT 3.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

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

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Turner and I McLauchlan.

2. MINUTES

The minutes of the previous meeting on the 24TH October 2017 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. Cllr M Walsh declared a non-pecuniary interest in agenda item 7.

4. CORRESPONDENCE

An invitation has been received for staff and councillors to attend a Local Community Advisory Service Seminar in 2018 at accost of £30 per delegate. The seminar will include Accident & Claims Review and Risk Assessments. **All present agreed** for Cllr J Coombs, the Clerk and the Maintenance Team Leader to attend. **SG**

5. THE TERMS AND CONDITIONS FOR THE MAINTENANCE TEAM SUMMER OPERATIVE IN 2018

All present agreed to advertise the position in the new year to coincide with an issue of Crosstalk for a Summer Operative to assist the Maintenance Team during the summer for a period of 20 weeks at £9 per hour. **SG**

6. REVIEW OF THE STAFF APPRAISALS

The appraisals were reviewed by the members. Cllr M Walsh and the Clerk answered points raised by the councillors.

Further to an independent assessment by BALC of the Clerk's and Deputy Clerk's role as agreed in the Admin/H/R mins 09/16, consideration was given to the recommendation by BALC for the increase in salary to reflect their current roles and responsibilities. All present agreed to reflect the recommendations in the Estimates Budget. **SG**

7. A REPORT ON A MEETING WITH THE PRINCES CENTRE TRUSTEES CONCERNING THE OFFICE RENT FOR 2017/2018 AND FUTURE IMPROVEMENTS

Cllr M Walsh declared a non-pecuniary interest.

The Clerk informed the members that she had met with a Trustee of the Princes Centre to discuss alterations required to make the office fit for purpose and to discuss the amount of the annual rent for the coming year for the Councillors to consider.

The Princes Centre recognise that the premises are not ideal as they are and suggested a reduction of £1,000 to reflect this. **All present agreed** that this was a fair offer and are happy to include the figure in the Estimates Budget to be approved by the Town Council.

The Trustee also agreed to take to the Board of Trustees, a suggestion for the Princes Centre to make the alterations and upgrade the office and then review the annual rent accordingly.

8. PREPERATION OF THE ESTIMATES BUDGET FOR THE ADMIN/HR COMMITTEE 2018/2019

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

9. AMENDMENTS TO THE EMPLOYEE HANDBOOK FOR RECOMMENDATION TO THE TOWN COUNCIL

Ellis Whittam H R Consultants have sent suggested amendments for the Employee Handbook for the Town Council to consider. **All present agreed** to make a recommendation to the Town Council to approve the amendments to the Employee Handbook. **Page 07/17**

Resolved: To recommend to the Town Council to adopt the suggested changes for the Employee Handbook. **SG**

10. POLICY ON TOIL FOR RECOMMENDATION TO THE TOWN COUNCIL

Ellis Whittam H R Consultants have sent suggested a Time Off in Lieu policy for the Town Council to consider. **All present agreed** to make a recommendation to the Town Council to approve the Time Off in Lieu policy. **SG**

11. AGENDA ITEMS FOR NEXT MEETING

To be advised.

12. 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 matters. **All present agreed.**

13. 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 4.40pm.

Chairman **Date**