



To Councillors: A Baker, M Gemmell Smith, A Layland, N Lloyd, M McArthur (Chair), S McGregor.

Notice is hereby given of a Personnel Committee Meeting to be held in Rickards Hall on 20 February 2023 at 2:00 pm, which Councillors are summonsed to attend.

Town Clerk
15 February 2023

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

In view of the confidential nature of agenda items 5, 5.1, 5.1.1, 5.2, 5.2.1, 5.2.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 and 5.9 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

1 - To Receive Apologies for Absence	2
2 - Declarations of Interests or Predetermination	2
3 - To Confirm the Minutes of The Committee Meeting Held on 03 November 2022	2
4 - Matters Arising Not Covered Elsewhere	2
4.1 - Report to Personnel Committee Clerk's Report Feb 23	2
5 - [CONFIDENTIAL] Discussion of Personnel Issues	3
5.1 - [CONFIDENTIAL] To Receive a Report on Staff Attendance/absence	3
5.1.1 - [CONFIDENTIAL] To Ratify the Expenditure of £375 Plus VAT for An Occupational Health Assessment	4
5.2 - [CONFIDENTIAL] To receive update on other staff matters	4
5.2.1 - [CONFIDENTIAL] To confirm contract changes for the Communications Officer and Market Officer	4
5.2.2 - [CONFIDENTIAL] To receive the Buildings Manager's notice	5
5.3 - [CONFIDENTIAL] To note: all staff appraisals have been completed and met satisfactory performance for the annual pay increment	5
5.4 - [CONFIDENTIAL] Annual Leave: to consider approving unallocated leave be carried over to 2023-24	6
5.5 - [CONFIDENTIAL] To receive a proposal considering personnel and job role changes	6
5.6 - [CONFIDENTIAL] To consider the potential of apprenticeship scheme	6
5.7 - [CONFIDENTIAL] To consider the recommendation to full Council in respect of the amended staffing budgets 2023/24	8
5.8 - [CONFIDENTIAL] To consider allocating a budget for Buildings Management training	8
5.9 - [CONFIDENTIAL] Training tools: to consider the annual expenditure of £657 plus VAT to LearningNest platform	9

1 **To Receive Apologies for Absence**

2 **Declarations of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **To Confirm the Minutes of The Committee Meeting Held on 03 November 2022**

4 **Matters Arising Not Covered Elsewhere**

4.1 **Report to Personnel Committee Clerk's Report Feb 23**

Information/general updates

WorkNest: The HR advice and annual Health and Safety monitoring visits are extremely helpful. HR services used in the past year includes: employment contracts, staffing issues, remote working, working hours. H&S service has provided a thorough monitoring check with several action points; risk assessment one day training for 3 employees; updated H&S policy manual and employee manuals (<https://www.edenbridgetowncouncil.gov.uk/policies/council-policies/> scroll down to Health and Safety to view). There are also two packages that we use for monitoring and are part of the overall annual package the Council subscribes to:

- **SafetyNest** – a software package managing compliance and Health and Safety with monitoring check lists in a paperless form and recording effective measures and actions. Check lists are tailed to the task. Evidence documentation can be uploaded. There is also a comprehensive library of guidance documents. All open spaces monitoring is recorded on this with the exception of the cemetery memorials visual checks which remain manually recording sheet. The office staff are using the software for the majority of H&S monitoring, some weekly checks remain on a manual listing.
With the office and buildings recording, there has been numerous teething issues (majority at the user end), but Martin has spent a lot of time resolving these for staff and ensuring that there are suitable tailored documents.
All Risk Assessments remain held in the Council's IT files with a paper file available. Groundstaff have a paper copy also.
- **You Manage** - personnel software package which holds all employee details, annual leave, absence, disciplinary etc. This has not been being used as hoped as there just hasn't been the time to invest in fully setting it up properly. It is slow work in progress. Ideally, at some point it can also be used for staff to book their leave.

Health Assured: Employee Assistance Programme (EAP), part for the employer's duty of care. Council July 2021 supported this service for all employees and councillors to benefit from providing a facility to support all our wellbeing and mental health. Details to sign up have been sent to all employees and councillors a few times. I am not sure it is being used much. The initial three year period will be reviewed Spring 2024.

Training: First Aid at Work, 3-days is provisionally booked for April. All Groundstaff and some office staff will attend (resolution July 22). Attached (by email) are separate Excel spreadsheets for information with all training (these have not been included as part of the papers). To summarise current activity:

Office: Lorraine & I: NAMBA Revitalising highstreets & markets; Allotment Management; Allotment Management Tenancy Agreements and Policies; Cemeteries Memorialisation and churchyard safety; Upcoming: NALC Standards; SLCC Elections
Accessibility training – also attended by Davina and Debbie
CiLCA (resolution December 2022) – Lorraine is looking to enrol on this for the June start.
ILCA – Davina is looking at signing up for this (itemised on contract as training).

Groundstaff: Basic Arc Welding planned for March, for all staff.

Medicals: The Groundstaff's annual medicals have been booked: Audio HSE Cat 1; HAVS; Lung Function. Medicals and Audio are 2 and 3 years; the Audio and HAVS are yearly tests.

Final note: This is likely the last Personnel Committee meeting of this current Council term and I would like to thank you all for your advice and support over the past three-four years, and especially Cllr McArthur for her counsel with the numerous personnel issues.

In view of the confidential nature of agenda items 5, 5.1, 5.1.1, 5.2, 5.2.1, 5.2.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 and 5.9 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

5 **[CONFIDENTIAL] Discussion of Personnel Issues**

Confidential item omitted from public papers.

5.1 **[CONFIDENTIAL] To Receive a Report on Staff Attendance/absence**

Confidential item omitted from public papers.

5.1.1 **[CONFIDENTIAL] To Ratify the Expenditure of £375 Plus VAT for An Occupational Health Assessment**

Confidential item omitted from public papers.

5.2 **[CONFIDENTIAL] To receive update on other staff matters**

Confidential item omitted from public papers.

5.2.1 **[CONFIDENTIAL] To confirm contract changes for the Communications Officer and Market Officer**

Confidential item omitted from public papers.

5.2.2 **[CONFIDENTIAL] To receive the Buildings Manager's notice**
Confidential item omitted from public papers.

5.3 **[CONFIDENTIAL] To note: all staff appraisals have been completed and met satisfactory performance for the annual pay increment**
Confidential item omitted from public papers.

5.4 **[CONFIDENTIAL] Annual Leave: to consider approving unallocated leave be carried over to 2023-24**

Confidential item omitted from public papers.

5.5 **[CONFIDENTIAL] To receive a proposal considering personnel and job role changes**

Confidential item omitted from public papers.

5.6 **[CONFIDENTIAL] To consider the potential of apprenticeship scheme**

Confidential item omitted from public papers.

5.7 **[CONFIDENTIAL] To consider the recommendation to full Council in respect of the amended staffing budgets 2023/24**
Confidential item omitted from public papers.

5.8 **[CONFIDENTIAL] To consider allocating a budget for Buildings Management training**
Confidential item omitted from public papers.

5.9 **[CONFIDENTIAL] Training tools: to consider the annual expenditure of £657 plus VAT to LearningNest platform**

Confidential item omitted from public papers.