

Cinque Port Town of New Romney



Mrs C. Newcombe
*Town Clerk
and
Responsible Financial Officer*

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

28th June 2021

Dear Councillor,

**A MEETING OF NEW ROMNEY TOWN COUNCIL
PERSONNEL PANEL WILL BE HELD ON MONDAY 5TH JULY
2021 AT 10.00AM.**

Members of Public are welcome to attend.

NB: A number of matters discussed by the Personnel Panel are likely to be discussed in private and confidential session due to their sensitive nature and relevance to individual members of staff. Members of Public and Press and Council Members who are not Members of the Personnel Panel will be required to leave the meeting at that time.

Yours sincerely,

C. Newcombe

Mrs C Newcombe
Town Clerk and Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

PLEASE NOTE: *The afore-mentioned meeting will be held physically and will commence at 10.00am.*

Covid-19

Members of Public are welcome to join this meeting. However, please be advised that face coverings must be worn at all times inside the Assembly Rooms (unless exempt) and both Councillors and Members of Public are strenuously urged to take a home Covid lateral flow test before attending the meeting.

Anyone displaying any symptoms of Covid-19 should NOT attend the meeting.

Available seating inside the Assembly Rooms is currently limited due to necessary social-distancing precautions. Up to 3 seats will be reserved, in the first instance, for those who have provided written notice of their request to speak in Public Session. Remaining seats will be available on a strictly first come first served basis.

All attendees – both Councillors and Members of Public - will be required to sanitise hands on entry and exit, maintain social distancing and follow one way systems in place inside the building. They are also required to leave contact details for the NHS Track and Trace system either by scanning the QR code on display inside the building or by providing the attending Council Officer with full name and telephone number. Any data collected by a Town Council Officer for this purpose will be retained for 21 days and then disposed of securely. Data collected for track and trace purposes will not be used for any other purpose.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in a New Romney Town Council meeting?

All Members of the Public may attend this meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission to the Council.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**PERSONNEL PANEL MEETING
MONDAY 5TH JULY 2021 AT 6.45PM**

AGENDA

- 1. APOLOGIES:**
To receive the apologies of councillors unable to attend and approve reasons for absence.

- 2. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.

- 3. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on

- 4. MINUTES (Encs*):**
(i) To approve the minutes of the **Personnel Panel Meeting** held on **2nd June 2021** (Attached hereto*).

- 5. FINANCIAL MATTERS:**
Budget Comparison Report 2021-22
To receive and note the updated Budget Comparison Report for 2021-22, if available.

- 6. CLERK'S REPORT (Encs*):**
To receive and note the Clerk's report on Personnel Matters, if available.

- 7. EXCLUSION OF PUBLIC AND PRESS:**
To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw'* due to the fact that the following agenda items relate to legal matters.

8. STAFF MATTERS:

(i) Councillor / Staff Protocols

To receive and note report, if available, and take any action thereon as may be deemed necessary.

(ii) Staff Recruitment

(a) To receive and note the outcome of interview process in respect of temporary, part-time Planning Clerk

(b) If appropriate, to confirm appointment as recommended by the Interview Panel, subject to receipt of satisfactory references.

9. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

NB: Reports or notes of the Personnel Panel will be considered as Private & Confidential as they concern staff matters; and all legal information, documents, agreements or reports may be considered likewise. Other items may be considered as private and confidential if the Town Council deems that it is in the public interest to do so.

MINUTES
Of
An Especial Meeting of New Romney Town Council's
Personnel Panel held on Wednesday 2nd June 2021
Commencing at 10.00am

PRESENT: Councillors P Thomas, Mrs P Metcalfe, Miss J Hiscock,
R Tillson and J Davies

In the Chair: Councillor Miss J Hiscock

In Attendance: Town Clerk - Mrs C Newcombe
Deputy Town Clerk - Mrs C T Morris
Observer - Councillor Ms W Nevard

027/2021-22 **APOLOGIES FOR ABSENCE**

None.

028/2021-22 **DISPENSATION TO PARTICIPATE**

No new requests for Dispensation to Participate had been processed by the Town Clerk.

029/2021-22 **DECLARATIONS OF INTEREST**

None.

030/2021-22 **MINUTES**

Having duly considered the minutes of the Personnel Panel meeting held on 18th March 2021, copies of which had been previously circulated to Members of the Personnel Panel, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Tillson

RESOLVED – that the minutes of the Personnel Panel meeting held on 18th March 2021 be signed as a true and correct record.

NB: Councillor Davies abstained from voting as he was not present at the afore-mentioned meeting.

031/2020-21 **FINANCIAL MATTERS**

The Budget Comparison Report 2021-22 relating to the personnel budget was not available on this occasion due to the short notice with

which the meeting had been arranged as a result of an urgent staffing matter.

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032/2020-21 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

033/2020-21 **EXCLUSION OF PUBLIC AND PRESS**

@10.06AM Having considered the nature of matters to be discussed under Agenda Item 8 and, in view of the fact that sensitive personal information that may identify one or more individuals was to be discussed, it was, in accordance with the Public Bodies (Admission to Meetings) Act 1960:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that 'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.'

NB: Councillor Nevard, who was observing the meeting, departed at that time.

034/2020-21 **STAFF MATTERS**

(i) Councillor / Staff Protocols

There was nothing to report under this item of business.

(ii) Staff vacancy

The Clerk's verbal report regarding the impending retirement of a staff member was duly received and noted and it was:

(a)

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the Job Title, Job Description and Person Specification, as amended*, be hereby approved in respect of the role of part-time Planning Clerk.

*The Job Description was amended to include a description of the following additional Primary Function:

'3. To act as primary interface with Folkestone & Hythe District Council Planning Team.'

(b)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Mrs Metcalfe

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RESOLVED UNANIMOUSLY – that the nature of any appointment be on the basis of a 12 month fixed-term contract, initially, for 14 hours per week on a salary scale SP02-SP07.

(c)

PROPOSED BY: Councillor Tillson
SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the recruitment advertisement be approved as presented subject to an amendment to state the working hours to be ‘14 hours per week’.

(d)

PROPOSED BY: Councillor Mrs Metcalfe
SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the recruitment process and schedule be approved as detailed below:

Advertisement published online:	2 nd June 2021
Advertisement published in print:	9 th June 2021
Closing Date for Applications:	18 th June 2021
Response Letters Issued:	21 st June 2021
Practical Tasks:	25-28 th June 2021
Face to Face Interviews:	2 nd July 2021
Personnel Panel Approval and References sought:	5 th July 2021

(e)

PROPOSED BY: Councillor Mrs Metcalfe
SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that the interview panel comprise Council Chairman, Personnel Panel Chairman, Line Manager (Town Clerk) with additional input from the current Planning Clerk.

(f)

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Mrs Metcalfe

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RESOLVED UNANIMOUSLY – that the Clerk be authorised to make all necessary arrangements for advertising the vacancy and progressing the recruitment process to interview stage - with associated costs [in the amount of £75.00 plus VAT advertising costs*] to be funded from Recruitment and Training Reserve Fund.

*Quarter page advertisement in The Looker for one issue.

035/2020-21 **CONCLUSION OF PRIVATE SESSION**

@10.48AM it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the private and confidential session be hereby concluded.

The Chairman thanked those present for their attendance and participation and the meeting then concluded **@10.48AM.**

NB: All documents referred to herein are available for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk

END