

**MINUTES**  
**Of**  
**A Remote Meeting of New Romney Town Council's**  
**Personnel Panel held on Tuesday 2<sup>nd</sup> February 2021**  
**Commencing at 10.00am**

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

**In the Chair:** Councillor Mrs P Metcalfe

**In Attendance:** Town Clerk - Mrs C Newcombe  
Members of Public - 1

408/2020-21 **APOLOGIES FOR ABSENCE**

None.

409/2020-21 **DISPENSATION TO PARTICIPATE**

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

410/2020-21 **DECLARATIONS OF INTEREST**

None.

411/2020-21 **MINUTES**

Having duly considered the minutes of the Personnel Panel meeting held on 21<sup>st</sup> December 2020, copies of which had been previously circulated to Members of the Personnel Panel, it was:

**PROPOSED BY:** Councillor Mrs Metcalfe

**SECONDED BY:** Councillor Miss Hiscock

**RESOLVED UNANIMOUSLY – that the minutes of the Personnel Panel meeting held on 21<sup>st</sup> December 2020 be signed as a true and correct record.**

NB: The afore-mentioned minutes will be signed at the earliest opportunity following this remote meeting.

412/2020-21 **FINANCIAL MATTERS**

The Budget Comparison Report 2020-21 relating to the personnel budget was duly received and noted.

413/2020-21 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

The Clerk further reported the current situation in respect of an issue with historic pension contributions calculated via the Town Council's appointed Payroll Bureau and advised that further information would be reported in private and confidential session due to the fact that sensitive personal information which may serve to identify one or more individuals was to be reported.

@**10.07AM** one member of public joined the meeting.

414/2020-21 **PERSONNEL APPOINTMENTS**

Having duly considered the success of two current temporary posts and noting that budgetary provision had been made in the Town Council budget for 2021-22 in order to provide potential to consider retaining the afore-mentioned posts on a permanent basis, if appropriate, it was:

**PROPOSED BY:** Councillor Mrs Metcalfe

**SECONDED BY:** Councillor Thomas

**RESOLVED UNANIMOUSLY – that (i) permanent positions be offered to both staff members currently employed on temporary contracts, with effect from the expiry date of each respective current temporary contract and (ii) initial salary points and associated salaries be set in line with those accounted for through the annual budget setting process.**

Permanent positions to be offered are, therefore, as follows:

- Facilities & PR Clerk - Salary Point 8 (Scale SP07 – SP12)
- Assistant Caretaker - Salary Point 1 (Scale SP01- SP06)

415/2020-21 **STAFF SAFETY**

Recent health and safety issues of concern relating to the Assembly Rooms car park area, including malicious damage to a Council Officer's vehicle whilst at work, were discussed. It was noted that, in light of recent events, it would be necessary for the Council to review risk in this area and to put in place some measures, such as signage, CCTV, improved lighting etc, to mitigate any risk to Council Officers and other users of the car park area.

Having duly considered this matter, it was:

**PROPOSED BY:** Councillor Mrs Metcalfe

**SECONDED BY:** Councillor Tillson

**RESOLVED UNANIMOUSLY – that the Finance and General Purposes Committee be requested to look at options to improve staff safety in the Assembly Rooms car park area.**

416/2020-21 **EXCLUSION OF PUBLIC AND PRESS**

**@10.22AM** Having considered the nature of matters to be discussed under Agenda Item 10 as well as deferred pensions information to be reported by the Town Clerk 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 Mrs Metcalfe

**SECONDED BY:** Councillor Miss Hiscock

**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: The single member of public was returned to the virtual waiting room at that time.

417/2020-21 **STAFF MATTERS**

**(i) Clerk’s Report cntd.**

The Clerk elaborated on the earlier reported issue with historic pension contributions and any impact on staff members and it was noted that a more detailed report would be presented to the Finance and General Purposes Committee in due course.

**(ii) Grievance Procedure**

Having considered any outstanding actions required to formally conclude and close down the recent group staff grievance, it was duly noted that all records to be retained as a master set were now to be collated and sealed and that all relevant members of the current and previous Personnel Panels were required to confirm, prior to the next meeting of the Personnel Panel, that all records not forming part of the sealed master document set retained by the Town Council for the Grievance Procedure Close-Out have been deleted from relevant devices.

**(iii) Councillor / Staff Protocols**

The Clerk reported receipt of communications from an individual Member of the Council which had been inappropriate in tone and, therefore, unacceptable, advising that this report was, at this time, purely for information – unless further similarly unacceptable

communications are received from the afore-mentioned Member going forward. The report was duly received and noted.

418/2020-21 **CONCLUSION OF PRIVATE SESSION**

**@11.04AM** it was:

**PROPOSED BY:** Councillor Thomas

**SECONDED BY:** Councillor Tillson

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

The member of public was re-admitted to the meeting, following which, the Chairman thanked those present for their attendance and participation and the meeting then concluded **@11.05AM.**

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