

MINUTES
Of
A Meeting of New Romney Town Council's
Personnel Panel held on Thursday 19th May 2022
In the Assembly Rooms, Church Approach, New Romney
Commencing at 10.00am

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

In the Chair: Councillor Miss J Hiscock

In Attendance: Town Clerk - Mrs C Newcombe

The business of the meeting commenced at 10.00AM.

699/2021-22 **APOLOGIES FOR ABSENCE**

Apologies were received and noted as follows:

Councillor Tillson - for personal reasons

And it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED – that reasons for absence, as detailed above, be approved.

700/2021-22 **DISPENSATION TO PARTICIPATE**

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

701/2021-22 **DECLARATIONS OF INTEREST**

None.

702/2021-22 **MINUTES**

Having duly considered the minutes of the Personnel Panel meeting held on 30th March 2022, copies of which had been previously circulated to Members of the Personnel Panel, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED – that the minutes of the Personnel Panel meeting held on 30th March 2022 be signed as a true and correct record.

The Chairman signed the afore-mentioned Minutes.

703/2021-22 **CLERK'S REPORT**

The Clerk's report was duly received and noted.

704/2021-22 **FINANCIAL MATTERS**

It was reported that the Budget Comparison Report 2022-23 relating to the personnel budget was not available on this occasion due to the close proximity to the start of the new financial year.

705/2021-22 **EXCLUSION OF PUBLIC AND PRESS**

@10.03AM 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 Miss Hiscock

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: There were no members of public or press present at the meeting.

706/2021-22 **STAFF MATTERS**

(i) Staff Appraisal Process

Having duly received and noted the confidential output report regarding Interim Staff Appraisals, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Thomas

RESOLVED UNANIMOUSLY – that the afore-mentioned report be duly approved and all actions identified therein be progressed.

(ii)(a) Councillor / Staff Protocols

Having discussed a recent Councillor / Officer interaction, the matter was duly noted and it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the Clerk speak informally with a Councillor to identify the unacceptable way of engaging with an Officer so that it can be avoided in future and feed back to the Personnel Panel thereafter.

(b) Vexatious Communications

Having duly noted reasons for identifying a series of recently received communications as vexatious , it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the individual identified to those present be issued with a Stage One letter in accordance with the Town Council’s adopted Vexatious Communications Policy.

(iii) Staff Recruitment – Assistant Caretaker

Having duly noted the outcome of the recent interview process in respect of the post of Assistant Caretaker, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that candidate 3, as identified to those present, be appointed to the post of Assistant Caretaker, initially for a 12 month fixed-term contract [to be reviewed prior to the end of the contract term], subject to satisfactory references and that, in such case as the employment offer be declined, the appointment then be offered in order of interview ranking as identified to those present.

(iv) Review of Employee Initial Probation Period

The Town Clerk confirmed the successful completion of the initial probationary period, referring to the annual and interim appraisal process and other associated matters. The proximity of the end of current contract term was also highlighted. Having duly considered this matter, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the relevant staff member, as identified to those present, now be offered a permanent employment contract with effect from the final day of the current contract term.

707/2021-22 **CONCLUSION OF PRIVATE SESSION**

@10.49AM 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 **@10.50AM**

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