

MINUTES of an EXTRAORDINARY MEETING of the PROPERTY AND PERSONNEL COMMITTEE held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on THURSDAY 24TH MARCH 2016 at 6.30PM

Present: Cllrs Squires (Chair),
Belchamber MBE, Blanchard-
Cooper and Warren QVRM.

The Mayor and Deputy Mayor,
Cllrs. Ayres and Buckland,
were also in attendance.

Cllr. Northeast attended as a
substitute for Cllr. Tandy

2015/2016

49. EVACUATION PROCEDURES

The evacuation procedures were noted.

50. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

51. APOLOGIES

There were apologies from Councillor Tandy.

52. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. None were made at this stage.

53. PUBLIC FORUM

There were no members of the public present.

54. CHAIR'S REPORT AND URGENT ITEMS

There were none.

55. OFFICER'S REPORT

55.1 Personal Relationships at Work Policy

The Committee considered a report (previously circulated) that had as an Appendix a draft policy covering Personal Relationships at Work. This had been drafted following the lack of such a policy being raised by a member of staff. Members raised a number of issues. It was stated that Arun District Council did not have such a policy and that therefore this was unnecessary for the Town Council. There was concern that, ultimately, the policy could lead to a member of staff losing their job. It was commented that the existing disciplinary arrangements could deal with any poor performance or conduct

emanating from such a relationship. It was also thought that the policy would be more relevant to a larger organisation, particularly with regard to moving members of staff from one “department” to another. Members also asked why the policy was being proposed at this time and whether there had ever been situations where it would have been used previously.

- 55.2** Responding to these points, the Town Clerk explained that he understood that Arun District Council, like most, if not all, principal authorities had an Officer Code of Conduct. This was not normally the case for Town and Parish Councils. He confirmed that the existing Disciplinary Policy could deal with issues of poor behaviour and conduct, but explained that the proposed policy offered both clarity and some protection to staff in this position. It also, by referring any issues that had not been resolved, gave Members oversight of the most difficult occurrences. The Town Clerk accepted that there remained some important redrafting to be undertaken on the draft policy, which could be amended following staff consultation. This was particularly so where the draft referred to departments. The reasons for bringing forward the policy had been explained previously and the Town Clerk also was able to confirm that this Policy would have been helpful on more than one occasion, although other measures had been implemented to resolve those occurrences. Noting Members’ concerns, the Town Clerk suggested that they might wish to consult staff before deciding whether or not to proceed with the policy.
- 55.3** Members discussed the draft further. They did not believe that such a policy was required and therefore It was **RESOLVED** that:

The draft policy be taken no further.

- 56. EXEMPT BUSINESS**
It was **RESOLVED** that:

Members of the public and accredited representatives of the press be excluded under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

SUMMARY OF MATTERS DISCUSSED IN THE EXEMPT PART OF THE AGENDA

57. OFFICER’S REPORTS (EXEMPT)

57.1 Staffing Update

The Committee have considered a range of staffing issues that are to be recommended to Council. These have included a new structure for the Amenity Team to enable a more efficient, less bureaucratic work system to be implemented under the auspices of an experienced leader. In addition, a number of staff retention measures have been proposed, with all these costs (£10,500) to be met from current year underspends. Four posts that will be impacted by the implementation of the new National Living Wage have been upgraded.

The meeting closed at 9.30pm

CHAIR