



Minutes of a meeting of the Personnel Panel held on Tuesday 4 October 2022 at 10.00am in the Council Chamber, Lewes Town Hall.

Present:

Councillor Burrows
Councillor Catlin
Councillor Makepeace
Councillor Maples
Councillor Wood (Chair)

In attendance

Town Clerk

1. Election of Chair

1.1. Councillor Wood was elected as chair of the panel for the municipal year 2022 to 2023. It was agreed that this Panel should have a Vice Chair and Councillor Maples was elected as vice chair for the municipal year 2022 to 2023.

2. Filming of council meetings and mobile phones

2.1. The procedures were noted.

3. Apologies for absence

3.1. There were apologies from Councillor Mayhew who was away.

4. Members' declarations of interests

4.1. There were none.

5. Question time

5.1. There were none.

6. Chair's announcements and urgent items

6.1. There were none.

7. Officers' reports

7.1. Appraisal and supervision scheme

7.2. The template appraisal and one to one supervision forms were presented to the Panel and the Town Clerk explained the process. The Town Clerk explained that previously there had been no supervision or appraisal process for staff so this would be new to all staff. The Town Clerk confirmed that appraisals and supervisions are a two-way process, the forms providing a framework for the discussion. Both employees and managers should prepare for and contribute to the meetings, with the employee completing the forms ahead of the meeting. Both employee and

manager can make comments in the comment column of the looking back targets section of the appraisal form.

7.3. The Town Clerk explained the concept of the 'golden thread' and how the business plan feeds into the appraisals and work plans of staff and how staff also contribute upwards. The appraisal form identifies a small number of key targets, this is supplemented by a work plan which covers more day-to-day work depending on the nature of the role. These should be discussed during the one-to-one meetings every 4 to 8 weeks, with the frequency depending on the nature of job. A six-month review of the appraisal targets should also be arranged. The appraisal document should be a 'live' document, which can be amended if for example a project is delayed then that target would be removed and potentially another added.

7.4. The personal development plan section feeds into an overarching training plan with a report on training going to the Personnel Panel. All staff attending training should identify the need with their line manager and the manager would follow up after the training to explore with the employee how they will implement their learning at work, and for example whether it would be useful to cascade the training to other staff.

7.5. The Panel proceeded to go through the appraisal form. It was agreed that on page 3 of the appraisal form, second bullet point, the word "monitoring" should be replaced with "supervision". On page 9 of the appraisal form, in the looking forward personal development plan, add the word "and development" at the end of the line in brackets to read "(the development opportunities which would help you to achieve your performance targets and development)". On page 10 of the appraisal form include that this section can also be used to reflect on the appraisal process itself.

7.5.1. It was resolved that

subject to the amendments in 7.5 above the appraisal and supervision forms be approved.

7.6. The Panel then discussed the format of the Town Clerks appraisal. It was agreed to start with a simple process using the agreed appraisal form given this is a new process for the Council. Going forward the Town Clerk would explore 360-degree feedback for the Council. It was agreed that a pragmatic way forward was for the Chair of the Personnel Panel and one other panel member to undertake the appraisal with the Town Clerk having sought input from the Group Leads. In seeking feedback from the Group Leads it would be framed in the context of the underlying principles of the appraisal process. The key aim was to be focussed. Following the appraisal meeting the Town Clerk could provide a summary appraisal for sharing with Council members.

7.6.1. It was resolved that

1. Councillor Wood as Chair of the Personnel Panel and Councillor Maples who is a member of the Personnel Panel and the Chair of Audit and Governance, would undertake the appraisal with the Town Clerk.
2. Councillor Wood would email Group Leads setting out the framework for the Town Clerks appraisal and welcoming feedback. This email could be

cascaded by the Group Leads to their group. Councillor Wood would share the draft email with Councillor Maples and the Town Clerk.

8. Exempt business

- 8.1. The Chair proposed and it was resolved that the Public and accredited representatives of the Press be excluded from the meeting under section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

These items are confidential for members of the Panel only in accordance with Paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, being information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority and employees of, or office holders under, the authority.

- 8.2. Members considered an oral report from the Town Clerk regarding staffing requirements in light of forthcoming staff changes.

- 8.2.1. It was resolved that:

1. A recommendation be made to Council that a fixed term contract for maternity cover is approved to cover the Communications Officer.
2. A recommendation be made to Council to consider the flexible working request and agree a change to the staff structure that takes into account the impact on the ability to recruit another post to cover the work and ensures there isn't a negative impact on performance whilst remaining within budget.
3. A recommendation be made to Council that in light of the forthcoming retirement of the Assistant Town Clerk the staffing structure is changed to provide an interim Deputy Town Clerk post up until the end of June 2023, to focus on the development and implementation of statutory policies and processes, improving governance and risk management and overseeing day-to-day operational matters.
4. If Council agrees to recruit an interim Deputy Town Clerk, the recruitment panel will consist of the Town Clerk as head of paid service and the Chair of Personnel as a minimum. The locum Responsible Finance Officer be invited to join the panel and Councillor Maples observes the interviews if diary commitments allow without delaying the recruitment process.
5. A recommendation be made to Council that the Customer Service Officer and Receptionist continues to cover the civic work under the current temporary additional 12.5 hours per week.

- 8.3. The Town Clerk left the meeting at 12:30pm.

- 8.4. The Panel received an oral report from the Chair regarding employee related matters.

8.4.1. The need for absolute confidentiality to be maintained was discussed and agreed by the panel.

8.4.2. It was resolved that the Chair would instruct an independent investigator, and the Chair along with councillors Maples and Makepeace having had no direct involvement in the matter, would form a sub panel to manage the process guided by the Town Council's Dignity at Work Policy and the ACAS code of practice.

The meeting closed at 13:30pm.

Signed.....

Dated.....