

# Sandwich Town Council Personnel Sub-Group Meeting



## Agenda

Councillors: Cllr P Carter, Cllr J Franklin, Cllr C Ungerson, Cllr C Wiles  
C-opted Members: Cllr M Pennington and Cllr V Tomlins

Members are hereby summoned to attend a Personnel Sub-Group Meeting in the Mayors Parlour, Guildhall on Thursday 20th July 2023 at 16:00 to transact the business on the agenda below.

Date: 14<sup>th</sup> July 2023

Gill Gray: Interim Town Clerk

1	<b>To elect a Chair: Decision required</b>	
2	<b>Apologies for absence received:</b>	
3	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	<b>Minutes of the Personnel Sub-Group</b> To receive and approve the minutes as an accurate record of the Personnel Sub-Group meeting held on 24 <sup>th</sup> April 2023: <b>Decision required</b>	ATTACH 1
5	<b>Confidential Matters:</b> Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. 1. Information relating to a particular employee, former employee, or applicant to become an employee of, or a particular officeholder, under the authority: <b>Decision required</b>	
6	<b>Staffing Matters</b> Members to receive a report from the Interim Town Clerk on various staffing matters including a proposed restructure for comment, recruitment, and temporary cover; recommendations to be submitted to Sandwich Town Council: <b>Decisions required</b>	RNC 1
	<b>Date of next Personnel Sub-Group Meeting: TBC</b>	

**Minutes of Sandwich Town Council  
Personnel Sub-Group Meeting held in the Mayors Parlour  
24<sup>th</sup> April 2023**



**Chair:** Cllr P Carter  
**Councillors:** J Franklin, C Ungerson and C Wiles  
**Officer:** G Gray, Interim Town Clerk

PSG.04.23.1	<b>Chair's opening remarks:</b> None	
PSG.04.23.2	<b>Apologies for absence received:</b> None	
PSG.04.23.3	<b>Declarations of interest:</b> To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None.	
PSG.04.23.4	<b>Confidential Matters:</b> i) It is recommended that under the Public Bodies (Admission to Meetings) Act 1960 Section 1 (2) (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. 1. Information relating to a particular employee, former employee, or applicant to become an employee of, or a particular officeholder, under the authority: <b>It was moved by Cllr Franklin and seconded by Cllr Ungerson and RESOLVED: that the public and press were asked to leave the meeting during consideration of the following items.</b>	
PSG.04.23.5	<b>Staffing Matters</b> <b>It was RESOLVED: that the recommendation is that the role of PA to Chief Executive is renamed to reflect the change of structure and is now PA to Interim Town Clerk. The restructure for Town Council staff is proposed to take place once a permanent Town Clerk is in post.</b> <b>It was RESOLVED: that the Interim Town Clerk seeks temporary cover for the Reception and Information Assistant in the short term whilst awaiting the proposed restructure after the appointment of a permanent Town Clerk.</b> <b>It was RESOLVED: that the proposed reopening of the public conveniences on Sandwich Quay to be considered by STC and the locking up of the public conveniences to be confirmed as 9pm when events are taking place in Sandwich.</b>	

	<p>It was <b>RESOLVED</b>: that the Personnel Sub-Group will draft a person specification and job description for the role of Town Clerk.</p> <p>It was <b>RESOLVED</b>: that the Interim Town Clerk seek professional advice in relation to two HR staff situations.</p> <p>It was <b>RESOLVED</b>: that the Interim Town Clerk contact the previously appointed Visitor Experience Assistant to seek their confirmation of commencing as soon as possible and preferably 1<sup>st</sup> May 2023 in their role for the tourist season this year.</p>	
PSG.04.23.6	Meeting closed at 6.48pm	
PSG.04.23.7	Date and time of Next Meeting: TBC	

