



Walmer Town Council
62 The Strand, Walmer, Deal, Kent CT14 7DP

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Dated the 18th January 2024

HR Cttee: Cllr T Bond, Cllr M Eddy Cllr P Jull, Cllr J Murray, Cllr Mrs E Crockford, Cllr Mrs D Richardson and Cllr S Waite-Gleave .

You are hereby summoned to attend an extraordinary meeting of THE HUMAN RESOURCES COMMITTEE to be held at 6pm, Friday 26th June 2024 at: 62, The Strand, Walmer, CT14 7DP.

Trevor Bond

Chairman Walmer Town Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda.

3. OPENNESS AND TRANSPARENCY

To remind those present of the following: - The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES

Approve the minutes of the extraordinary meeting held on Oct 24th 2023

Attach 1

5. PROCEEDURE FOR COMPLAINTS.

To review and decide on recommendation for complaints by a Councillor about another Councillor. Attach2

7. Confidential to be held under the Public Bodies (Admission to Meetings) Act 1960.

To move in to a confidential session due to the confidential nature of matters discussed.

8. STAFF MATTERS

- i. Staff reviews – To receive a verbal update on staff reviews carried out.
- ii. Staff remuneration – To receive a report from the Clerk and to decide on a recommendation to Full Council for yearly uplifts in wages. ENC 1

9. DATE OF NEXT MEETING

20th March 2024



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MINUTES

DRAFT Minutes of the meeting of the Human Resources Committee held on Tuesday 24th October 2023 at 6pm at 8 The Strand, Walmer.

Present Councillors:

Cllr T Bond (Chairman), Cllr L Ludwig, Cllr M Eddy, Cllr E Crockford, Cllr D Richardson and Cllr S Waite-Gleave.

Officer - Roland Aldred –Town Clerk

314. WELCOME AND APOLOGIES FOR ABSENCE

No apologies received.

315. DECLARATIONS OF INTEREST

No declarations were made.

316. OPENNESS AND TRANSPARENCY

The Chairman reminded the meeting of the terms of various rights to record and transmit the transactions of the meeting under the Local Govt Audit and Accountability Act 2014.

317. MINUTES OF THE PREVIOUS MEETING

Members received the minutes of the committee meeting held 20th July 2023.

RESOLVED: That the minutes be accepted as a true record and are approved.

Proposed by Cllr Eddy.

Seconded by Cllr L Ludwig.

318. DIGNITY AT WORK POLICY.

Members reviewed a policy from the SLCC and NALC on Dignity At Work and the Civility and Respect Pledge.

RESOLVED: To recommend to council to accept the policy and sign up to the pledge.

Changes to the policy document would include adding Walmer Town Council in the required places and including the Vice Chairman in second paragraph under informal resolution in regards with who to raise this with. An additional paragraph will be added under the heading appeals, to deal with the appeals process.

Proposed: Cllr Eddy.

Seconded by Cllr Crockford.

318. CLERKS APPRAISAL.

Cllr Waite-Gleave arrived during this item

Members discussed delegating responsibility for Clerks appraisal to a Member or Members of the committee.

RESOLVED: Cllr Bond and Cllr L Ludwig will be responsible for completing the Clerks appraisal in January.

Proposed: Cllr Richardson.

Seconded by Cllr Crockford.

318. Confidential to be held under the Public Bodies (Admission to Meetings) Act 1960.

To move in to a confidential session to discuss information relating to a member of staff

RESOLVED: To move in to a confidential session.

Proposed: Cllr Eddy.

Seconded: Cllr Richardson

321. STAFF MATTERS

Members considered the matter of a staff members upcoming probationary period coming to an end.

RESOLVED – To recommend to Council that the Chairman and Clerk be delegated to review and make a decision on the probation.

322. DATE OF NEXT MEETING

20th March 2024

Members requested an additional meeting to be organised at the end of January.

The Chairman closed the meeting at 19.00.

Signed.....



Item: Procedure for Complaints made by one councillor against another .

Date: 04/01/24.

Meeting: January Human Resources.

From: Roland Aldred.

The current procedure is:

“Procedure for complaints made by one councillor against another

- 1) On receipt of a complaint either verbal or written, the Clerk, the Chairman of the Council, the vice chairman of the Council or the Chairman of the HR Committee will facilitate a meeting with both parties to try to effect a reconciliation.
- 2) The aim will be to resolve the issue within 28 days from receipt of the original complaint.
- 3) If after this time a resolution cannot be reached, the complaint will be referred to the Monitoring Officer at Dover District Council in line with Walmer Town Council’s Code of Conduct.
- 4) The decision of the Monitoring Officer will be final.”

A member will always be allowed to bypass this policy and go directly to the monitoring officer.

A Town/Parish/Community Council has no power to do anything other than facilitate a meeting for the two parties to get together to try to work out any issues. If the issue is one of a complaint about breaching the Code of Conduct (and therefore unlikely to be resolved in a meeting between the Members due to the nature of the complaint) the Dover District Council monitoring officer is appointed to investigate and deal with the complaint in line with current legislation.

Having taken advice from KALC, code of conduct complaints from one member about another should always be handled by the monitoring officer. Should the Town Council wish to try to mediate they should not investigate or take a position on one side or the other for risk of legal liability.

Options for recommendation to full council

1. Leave the policy as is, and deal with each case as it comes in as to whether the Council can mediate. This would depend on both parties willingness to meet to discuss the issues (Council would not be able to force a Member to be party to a discussion). Any party present as part of the Council should remain neutral in discussions.
2. Amend the policy for clarity to state “where the complainant is willing to try mediation” at the start of policy. Both parties would have to agree to the mediator whose role would simply be to facilitate discussion with a view to “clearing the air”. This would only in practice only be possible in smaller disputes. The policy would need to be clearer on the process that

would be followed in a mediation, as well as the role of the mediator and that the outcome would ultimately be a negotiation between the two parties to come to a resolution.

3. To completely re-write the policy to be that members complaints about another member should be dealt with via the monitoring officer in the case of a code of conduct complaints. Any more minor complaints should be resolved by talking to the other Member.

Deal and Sandwich follow a process of all complaints going via the monitoring officer, while Dover asks (although it is not required as anyone may complaint direct to the monitoring officer) that an informal discussion is had first before an official complaint is made.

Members to decide