

MABLETHORPE AND SUTTON TOWN COUNCIL
MINUTES OF A MEETING
OF THE PERSONNEL COMMITTEE
Held on 5th September 2024

Present: Cllr P Russell (in the Chair)
Cllrs C Arnold S Bristow G Parkhurst
J Rastall C Tebbutt

Absent: Cllr S Holland

Also Present: Mr S Fletcher (Town Clerk)

12. **APOLOGIES FOR ABSENCE**

The meeting was advised that an apology with valid reasons for absence had been received from Cllr S Holland

It was proposed, seconded and

Resolved: That an apology be noted with valid reasons for absence accepted from Cllr S Holland

13. **TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011 – BEING ANY PECUNIARY INTEREST IN AGENDA ITEMS NOT PREVIOUSLY RECORDED ON MEMBERS’ REGISTER OF INTERESTS**

There were none.

14. **TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING HELD ON 29TH JULY 2024**

It was proposed, seconded and

Resolved: That the official minutes of the meeting held on 29th July 2024 be approved as a correct record.

15. **TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTERS:-**

- (i) To receive correspondence in respect of staffing matters.

It was proposed, seconded and

Resolved: That the Personnel Committee move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.

The meeting continued in the absence of press and public. Not for publication by virtue of Section 100(a) para. 4 of the Local Government Act 1972, the items being of a confidential nature)

This part of the meeting closed at 9.03 a.m.

Minutes arising from confidential items:

16. **CORRESPONDENCE IN RESPECT OF STAFFING MATTERS**

Elected members received an oral update correspondence in respect of further, ongoing matters in respect of Member behaviour.

17. It was proposed, seconded and
Resolved: That the Town Council acknowledges its corporate duty under section 2 of the Health & Safety at Work Act 1972, namely

“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”.

and that the Town Council deals with this matter under this legislation to ensure it protects the mental health, emotional health and overall wellbeing of staff members.

18. It was proposed, seconded and
Resolved: That the Town Council seeks clarification on legalities from the Monitoring Officer of the intention to advise an elected Member that persistent and unwarranted correspondence direct to staff members and elected Members must cease forthwith in accordance with the resolution of the Town Council:-

It was further proposed and seconded:-

(e) Any contact or requests of the Town Clerk and staff, with the exclusion of submitting apologies for meetings, be channelled through the Mayor or the Chairs of the relevant Committees; with no one-to-one meetings to be held with the Town Clerk or staff members, except in exceptional circumstances, where another Councillor or officer should be in attendance. (Min 94(e), TC 19.2.24 refers)

and further resolution of the Personnel Committee, as ratified by Town Council on the same date:-

It was proposed, seconded and

Resolved: *(a) That the Town Council retains the following safeguarding measures: That any contact or requests of the Town Clerk and staff members, with the exclusion of submitting apologies for meetings, be channelled through the Mayor or the Chairs of the relevant Committees, with no one-to-one meetings to be held with the Town Clerk or staff members, except in exceptional circumstances, where another Councillor or officer should be in attendance in accordance with adopted policy and (b) That this matter be reviewed in three months' time. (Min 10, Personnel Committee 29.7.24 refers)*

19. It was proposed, seconded and
Resolved: That the Town Council shares all correspondence with the Monitoring Officer in relation to the actions it must take to comply with Corporate Duties under section 2 of the Health & Safety at Work Act 1972.
20. It was proposed, seconded and
Resolved: That the Town Council forwards relevant correspondence to the regulatory body.
21. It was proposed, seconded and
Resolved: That the Town Council contacts its IT supplier to obtain options to moderate email correspondence where necessary.

The meeting closed at 10.06 a.m.