

**Swanley Town Council**  
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[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

**PERSONNEL**

**MINUTES**  
**Wednesday 22<sup>nd</sup> February 2017**

**Present:** Chairman Cllr Dyball, Cllr J Barnes, Cllr Komolafe, Cllr Southern, Cllr Willingale, Cllr Scott

**Also Present:** Cllr Ball, Cllr Hogg, Cllr Morris, Cllr Searles, Cllr Horwood

**Officers:** CEO Steve Nash, Civic Manager Toni Roast, Estates Manager Dan Sutton

Mr Don Brown a member of the public asked where the minutes of the previous meeting were. The CEO explained that he had found no minutes of the previous meeting as it had been cancelled. The Chairman recalled a Personnel meeting in December and some discussion then took place amongst councillors. It was suggested by Cllr Morris that the minutes be recorded as lost and the CEO make efforts to discover what had occurred.

**1. APOLOGIES FOR ABSENCE**

None received

**2. DECLARATIONS OF INTEREST**

None received

**3. MINUTES OF THE PREVIOUS MEETING**

To note that the September meeting had been cancelled and re-arranged for December and they be recorded as lost at this time.

**4. CASUAL AND VOLUNTEER APPOINTMENTS**

The Chairman welcomed procedures that would ensure staff were properly inducted into the council and that there was a formal process now in place to recruit new staff. Cllr Southern was pleased to see a formal process and recommended the report be adopted.

**RESOLVED: That the formal procedures for Casual Staff and Volunteers be adopted**

**5. PROBATION PERIOD REVIEW**

The Chairman again welcomed the introduction of a formal procedure that would allow checks on the progress of staff and give the council the ability to deal with any issues. Cllr Southern agreed and recommended the report to councillors

**RESOLVED: That the probationary period review be formally adopted by this council**

## **6. NEW STAFF FOR PARK**

The CEO outlined proposals for taking over the operation of the park and the number of staff that would be needed for this operation. Cllr Hogg raised concerns over the use of Zero hours contracts and hoped that where possible the council would retain what staff they could. The CEO confirmed that the new starters would receive a good level of training and could potentially gain full time employment if the summer activities prove to be as successful as hoped.

Mrs Judy Brickow was permitted to speak by the Chairman and asked if staff would be DBS checked. The CEO confirmed that all staff would be DBS checked along with First Aid, Health and Safety, Child Protection, Safeguarding and COSHH. The Civic Manager has registered the Town Council to carry out DBS checks and this will form part of the requirement for other future staff.

**RESOLVED: That 13 new staff are recruited and trained to provide services for Swanley Town Council**

## **7. NEW GROUND STAFF**

The CEO advised councillors that a new 'Apprentice' member of staff had been recruited for the Grounds Team and that she will be starting on 1<sup>st</sup> March 2017. She is very experienced and was head and shoulders above other candidates for the position. The Chairman asked if there were adequate facilities in place for a female member of staff to join the team and the Estates Manager confirmed there were and that the team were eager to welcome her.

The CEO advised councillors that Sevenoaks District Council was also moving their Grounds Person into the facilities in the park which would allow us all to share facilities and to provide a better service to local residents.

## **NOTED**

## **8. CEO CONTRACT**

Cllr Hogg asked what arrangements had been put in place for the termination of contract. Cllr Morris explained that only normal Employment Law applied and this is what would be used if the need arose.

**RESOLVED: That the CEO's contract is accepted**

Cllr Horwood wanted to congratulate the CEO on the work he had done so far and advised the meeting that local residents he had spoken to were very positive about new activities that the CEO had planned for the town. Cllr Willingale advised councillors that he had been speaking to staff about the CEO and they were very pleased with things so far. Cllr Scott said she too was pleased with the actions of the CEO and had more confidence in things moving forward. There was a general vote of thanks from all councillors for work to date by the CEO

**DATE OF NEXT MEETING: 21<sup>ST</sup> JUNE 2017**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Council Members:

(Chair) Cllr Dyball, (Vice Chair) Cllr Scott, Cllr J Barnes, Cllr Willingale, Cllr Southern, Cllr Komolafe, Cllr L Gaire