

Minutes of a meeting of the Full Council of Buckingham Town Council held on **Monday 21<sup>st</sup> May 2018** in the Council Chamber, Cornwalls Meadow, Buckingham at 6:00pm.

**Present:**

Cllr. Ms. J. Bates	
Cllr. T. Bloomfield	
Cllr. M. Cole	Deputy Mayor
Cllr. Mrs. G. Collins	
Cllr. P. Collins	
Cllr. Mrs. M. Gateley	
Cllr. J. Harvey	Mayor
Cllr. D. Isham	
Cllr. A. Mahi	
Cllr. H. Mordue	
Cllr. L. O'Donoghue	
Cllr. Mrs. C. Strain-Clark	

**In attendance:** Ms. C. Childs Deputy Town Clerk  
Mrs. N. Stockill Committee Clerk

#### 50/18 Apologies for Absence

Members are asked to receive apologies from members. Cllr. Newell, Hirons, Try, Stuchbury and County Councillor Clare.

#### 51/18 Declarations of Interest

To receive declarations of any personal or prejudicial interest under consideration on this agenda in accordance with the Localism Act 2011 Sections 26-34 & Schedule 4.

#### 52/18 Recruitment of Town Clerk

To receive a report from the Deputy Town Clerk

The Mayor explained he had called the evening's meeting to start at 6pm to allow sufficient time to discuss the important agenda items and as not to encroach to the time allocated to the (extensive) TC&E agenda.

Proposed by Cllr. P. Collins and seconded by Cllr. Bloomfield to move the date for shortlisting from the 8<sup>th</sup> to the 12<sup>th</sup> June to allow the newly elected Chair of Resources to join the shortlisting panel.

The Deputy Town Clerk explained the original timescales allowed for successful applicant to be notified on the 11<sup>th</sup> giving those candidates 1.5 weeks to prepare for their interview presentation. Cllr. Harvey said it was important to arrange for the new Town Clerk to be appointed and in place as soon as possible to allow for a sufficient handover period between our current Town Clerk and the post holder.

A vote was taken and the results were:

In favour:

Favour: 7

Against: 3

Abstentions: 2

**Motion carried**

**ACTION DEPUTY TOWN CLERK**

Proposed by Cllr. P. Collins and seconded by Cllr. O'Donoghue to form a shortlisting and interview panel of Cllrs. G. Collins and Mordue, The Town Mayor, The Deputy Town Mayor and the Chair of Resources for 2018/19.

Cllr. Harvey asked for an amendment to include Cllr. Newell in place of Cllr. G. Collins. Cllr Cole said he was unavailable on 12th June so would not be able to sit on the panel.

Proposed by Cllr. P. Collins, seconded by Cllr. O'Donoghue and unanimously **AGREED** to form a shortlisting and interview panel of Cllrs. Newell, G. Collins and Mordue, The Town Mayor, and the Chair of Resources for 2018/19

**ACTION DEPUTY TOWN CLERK**

Following an update from the Deputy Town Clerk Members **AGREED** to advertise the post via the SLCC website, Indeed, Facebook and Jobs Today.

Cllr. O'Donoghue questioned whether the Deputy Town Clerk was the most appropriate person to be involved in the recruitment of the new Town Clerk as this would be their future Line Manager. Cllr. Harvey informed Cllr. O'Donoghue that it was standard procedure and The Deputy Town Clerk explained her impartial and administrative role in the recruitment process, and she would not be involved in the shortlisting or interviews. Cllr. P. Collins asked if The Town Clerk, with his years of experience in Local Authority, be better qualified to recruit his successor. Cllr. Harvey stated that it would not be appropriate for the Town Clerk to be involved in the recruitment for his replacement. This was **AGREED**.

52.1/18 To review and agree the Job Description and Person Specification for the Town Clerk post

Members discussed and **AGREED** the Person Specification and Job Description with the Deputy Town Clerk's recommended addition of an enhanced DBS check.

**ACTION DEPUTY TOWN CLERK**

52.2/18 To agree a panel of Councillors to conduct the Recruitment of a new Town Clerk

**AGREED** (minute 52/18)

**53/18 Maternity Cover**

To agree to recruit a fixed term Maternity Cover

**AGREED**

**54/18 Review of Policy for Confidential Staffing Matters**

To receive a report from the Deputy Town Clerk

**BTC/02/18**

Cllr. G. Collins reminded Members of how confidential staffing matters were dealt with in the past in that a small panel of Councillors would be formed from Full Council to examine personnel issues as they arose. The Deputy Town Clerk explained the Council's legal HR advisors have cautioned against that practice and recommended creating a small staffing committee of trained Councillors that could remit any appeals arising from personnel issues to the Full Council.

Cllr. P Collins read out his statement from Resources Committee of the 18<sup>th</sup> April 2018 (944/17) "*Before we as the Personnel Subcommittee and using essentially the same disciplinary policy this Council successfully and fairly dealt with disciplinary issues.*"

Members held a discussion on whether Cllr. P. Collins's statement was a breach of confidentiality and it was generally agreed that, as it did not contain names of officers, it was not considered a breach.

Proposed by Cllr. Mordue and seconded by Cllr. Harvey to accept the report recommendations. A vote was taken and the results were:

In favour: 8

Against; 2

Abstentions: 2  
**Motion carried**

**ACTION DEPUTY TOWN CLERK**

55.1/18 To review and agree the policy for management of confidential staffing matters  
As discussed at minute 55/18.

*Cllr Smith entered the chamber at 18.35*

**55/18 Staffing Committee**

Following discussion under item 5, to agree to set up the appropriate confidential committee / process to discuss a staffing matter

The Town Mayor proposed Cllr. Newell to join the committee and asked for volunteers from the Full Council.

Members **AGREED** that the Staffing Committee should be comprised of 6 Town Councillors including: Cllrs. O'Donoghue, Mahi, G. Collins, Newell, P. Collins and Mordue.

Meeting closed at: 18.38

Signed ..... Date .....

Town Mayor