

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
4th September 2019 at 4.00pm.

Present:	Councillors:	D Jones S Goodchild S Thorne T Welch	Chairman (Substitution)
	Officers:	Clare Evans Louise Senior	Town Clerk Head of Democratic Services
	Public:	0	
Apologies:	Councillor:	K Wattingham	
Absent:	Councillors:	D Abbott C Copleston M S Kennedy	

10030 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Wattingham, Cllr Goodchild substituted.

10031 QUESTIONS FROM THE PUBLIC

None.

10032 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

10033 EXCLUSION OF PRESS AND PUBLIC

Staffing Matter

Resolved: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

10034 STAFFING MATTER

In accordance with the approved Disciplinary Policy members were advised of an incidence of alleged employee misconduct. Members received a copy of the Policy. Members were advised that the steps outlined in Section 2 had been followed and completed, notably:

The Chair of Corporate Services Committee appointed an investigator to undertake an investigation (Town Clerk);

Members were advised the investigators report was completed within the specified timescale and was submitted to the Chair of Corporate Services Committee and to the Corporate Services Manager (as the Clerk was appointed as the investigator). Members received a copy of this report.

Members were advised that steps had been taken to ensure this type of incident could not recur.

Members requested clarification on what the terminology ‘dealt with informally’ meant. Members were advised that this would result in a note kept in the personnel records of the staff member, which would be referred to if there were to be a further incident.

Members were requested to;

1. consider the investigators report and the recommendations contained;
2. decide whether to instigate the disciplinary process and if so to appoint to the Disciplinary Sub Com and the Appeals Sub Comm.

Resolved: To agree that the part played by Staff member 1 in this incident was not serious enough to justify further use of the disciplinary procedure and should be dealt with informally.

The Chairman declared the meeting closed at 4.37pm

Dated this 23rd day of September 2019

Chairman