



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 22nd AUGUST 2022 AT 6.30PM AT THE TOWN HALL

MEMBERS PRESENT: Cllr E Hix (Chair), Cllr S Atherton, Cllr H Ellard, Cllr K Hearne, Cllr D Smith, Cllr R Tudgay and Cllr L Walters

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC AND PRESS IN ATTENDANCE: None

1. APOLOGIES FOR ABSENCE:

Received from Cllr L Ralph

RESOLVED: It was proposed and agreed to approve the apologies for absence as presented.

2. DECLARATIONS OF INTEREST:

None received

3. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: It was proposed and unanimously agreed to adopt the minutes as a true and accurate record of the meeting. The Chairman duly signed the minutes.

4. TO CONSIDER AN EXCLUSION OF PRESS AND PUBLIC:

RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting to enable discussion on confidential HR matters.

5. CONFIDENTIAL: STAFFING UPDATE:

The Town Clerk provided a general update on staff and their welfare and suggested amendments be made to an officers employment terms and job description following an upcoming appraisal including a reduction in hours and pay scale review.

RESOLVED: It was proposed and unanimously agreed to approve the changes in principle and for the Town Clerk to implement changes in due course following ratification by the Council.

6. CONFIDENTIAL: RFO RECRUITMENT UPDATE

The committee discussed in detail the position of the RFO moving forward and relevant recruitment processes. It was felt that the role needed to be revisited along with a pay review. The committee felt that to be diligent a review of the council's staffing structure should be conducted with the new Town Clerk leading the process and managing the team.

RESOLVED: It was proposed and agreed to review the councils staffing structure and review the RFO position and pay scale.

7. DATE OF NEXT MEETING: The date of the next Personnel Committee meeting was confirmed as Monday 10th October.