



## WINCANTON TOWN COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7PM ON THURSDAY 26<sup>TH</sup> AUGUST 2021 AT THE TOWN HALL

**IN ATTENDANCE:** Jo Swift, locum Clerk.

**MEMBERS PRESENT:** Councillors Hix, Ralph, Shelbourn-Barrow, Walters and Vagg.

**PUBLIC PARTICIPATION** – there was no public participation.

10-22 **APOLOGIES**

There were none, all members were present.

11-22 **DECLARATIONS OF INTEREST**

There were none.

12-22 **MINUTES OF THE PREVIOUS MEETING**

**Resolved** – that the minutes of the meeting held on 5<sup>th</sup> July 2021 were approved.

13-22 **STAFF APPRAISALS**

The options were discussed and the preferred choice was the virtual training where questions can be asked and answered rather than an online course. Up to 12 people can attend the training so it will be offered first to all line managers and Councillors on the Personnel Committee, thereafter to any other Councillors and staff interested.

**Resolved** – it was agreed to undertake the appraisal training by SW Councils.

14-22 **TOWN CRIER**

It was agreed to advertise for a Town Crier in the following places – Council website, Facebook, local publications, noticeboard and the poster to be placed in local shops. Radio Somerset to also be contacted. A job description and paperwork will be put together by the locum. The deadline for applications will be 8<sup>th</sup> October 2021 and the role will be decided upon via audition.

15-22 **EXCLUSION OF PRESS AND PUBLIC**

There was no requirement to exclude the press and public as there were none present.

16-22 **STAFFING MATTERS**

An update was given in respect of the contract for the Clerk and the agreed way forward will be actioned.

17-22 **STAFF OBJECTIVES**

No further update but in hand.

18-22

**RECRUITMENT**

The role was discussed in detailed and how it would work alongside the Town Clerk, (presently working 15 hours a week), with all the duties that needed to be covered. A title for the role was suggested and agreed. Additional tasks were added to the draft job description presented and some changes were made. The post would be equal to that of the Town Clerks and the hours for the role to be up to 15 hours a week.

**Resolved** – that the recruitment for a Responsible Finance Office (RFO) and Committee Clerk (one role) for up to 15 hours a week on pay scales SCP 37 to 41 was agreed.

**Resolved** – that the recruitment process would be as follows:

- Timeline – post to be advertised by 10.09.21 with a deadline of 8.10.21.
- Vacancy to be advertised on Indeed.com, with SALC and SLCC.
- Interviews to be held week commencing 18.10.21

The meeting closed 20:21

Signed .....

Date .....