



WINCANTON TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 7PM ON MONDAY 5th JULY 2021 AT THE TOWN HALL

IN ATTENDANCE: Jo Swift, locum Clerk and Councillor H Ellard.

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

PUBLIC PARTICIPATION – there was no public participation.

- 01-22 **ELECTION OF CHAIRMAN 2021/2022**
Resolved – that Councillor Ralph is appointed as the Chairman for the municipal year 2021/22
- 02-22 **ELECTION OF VICE- CHAIRMAN 2021/2022**
Resolved – that Councillor Hix is appointed as the Vice-Chairman for the ensuing municipal year.
- 03-22 **APOLOGIES**
Resolved – that the reason for the apologies from Councillor Walters were accepted.
- 04-22 **DECLARATIONS OF INTEREST**
There were none.
- 05-22 **MINUTES OF THE PREVIOUS MEETING**
Resolved – that the minutes of the meeting held on 8th March 2021 were approved.
- 06-22 **EXCLUSION OF PRESS AND PUBLIC**
Resolved – that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted - to staffing matters.
- Councillor Ellard was allowed the privilege to speak in respect of him not allowing to stay for the confidential part of the meeting. Councillor Ellard requested that it was minuted that he was asked to leave.
- 07-22 **RECRUITMENT**
The report was discussed in length, several options were discussed.
- Resolved** – that the preferred option is to recruit, rather than continue with a locum, for the shortfall in hours. Once the new Town Clerks contract has been finalised, target

date of the end of July, then recruitment for a permanent position(s) up to 22 hours will be progressed.

The personnel committee will call a meeting sometime in August to proceed with the recruitment.

08-22 **TOWN CLERKS PROBATION**

Advice has been sought from South West Provincial Employers and it has been advised that a panel of 3 is formed for the Town Clerks probation. The panel will set objectives with the Clerk, manage the process and integration into the Council along with induction to the Council. This panel will also do the same for all employees.

Resolved – that Councillors Hix, Ralph, Shelbourn-Barrow Smith are members of the panel.

09-22 **STAFF APPRAISALS**

The panel (as agreed above) of the Personnel Committee will undertake the staff appraisal for the Town Clerk and the Town Clerk will do the staff appraisals for office members of the staff. The senior groundsman will do the ground workers.

Resolved – that the Town Clerk is to obtain quotes, one being from South West Provincial Employers and 2 others. The training to be organised preferably for the end of August for members of the Personnel Committee and all staff appraisers. Once the training has been completed, staff appraisals are to be done within a month of completion. The training provided will depend on whether the appraiser or appraisee or both will attend the training.

The meeting closed 20:24

Signed

Date