



## WINCANTON TOWN COUNCIL

### MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD AT 6PM ON MONDAY 21<sup>ST</sup> FEBRUARY 2022 AT THE TOWN HALL

**Councillors present:** Councillors Hix, Shelbourn-Barrow, Vagg and Walters.

**In attendance:** Charlotte Starkie, Locum Clerk

**Public in attendance:** there was no public in attendance

Councillor Hix, as Vice Chair, was appointed Chair for this meeting.

25-22

#### **APOLOGIES**

Apologies were received from Councillor Ralph (private commitments) and the reasons were unanimously accepted.

26-22

#### **DECLARATIONS OF INTEREST**

There were none.

27-22

#### **MINUTES OF THE PREVIOUS MEETING**

**Resolved** that the minutes of the meeting held on 25<sup>th</sup> November 2021 were approved and signed by the Chairman.

28-22

#### **TERMS OF REFERENCE**

An amendment to the Terms of Reference was discussed and agreed unanimously.

**Resolved** that Terms of Reference for the Personnel Committee be edited to remove the following sentence:

The meeting will be held without press and public present and without public notice as the contents of discussion fall under Standing order 3d.

and replaced with:

The public, non-committee members and members of the press will be excluded from the meeting by an approved resolution when the committee needs to discuss matters that are of a confidential nature.

29-22

#### **EXCLUSION OF PRESS AND PUBLIC**

A resolution was proposed and supported unanimously that the remainder of the meeting be treated in a confidential manner and the public and press excluded.

**CONFIDENTIAL STAFFING MATTERS**

A verbal update was provided by the locum clerk as follows:

**i. Recruitment of the Town Clerk**

An offer of employment had not been made following interviews in February and therefore the committee would need to consider its next steps in relation to re-advertising the position.

**ii. The Recruitment of the Responsible Financial Officer**

Despite a successful appointment, the incumbent had resigned from the role (whilst in the probation period) and their last day of employment would be 28<sup>th</sup> February 2022. This vacancy would need to be considered.

**iii. Ongoing support from the Locum Staff**

The locum staff consisted of a Town Clerk and Deputy Town Clerk and the current arrangement would need to be reconsidered considering the above resignation. It was proposed and agreed that funds be vired from the permanent staff budget line (which will be showing an underspend) to the locum budget to ensure that funds were available to meet the ongoing needs of the council, for both the current financial year and the new financial year.

It was also agreed that the budget for the Project and Development Coordinator role be moved from the project cost centre into the permanent staff budget line.

It was requested that a staffing expenditure versus budget report be provided for the next meeting.

**iv. The future of the Project and Development Coordinator**

The Project and Development Coordinator was leaving the post on 31st March 2022 and the future of this vacancy would need to be considered.

It was proposed that the locum Town Clerk meet with the regeneration team at SSDC to discuss the future funding of the role before the council can agree the future of the funding for the role.

**v. Discussion about the staff structure**

There was a discussion about the future of the staffing structure.

That the job description of Responsible Financial Officer be amended to incorporate some additional strategic responsibilities, but that the pay grade for the role to be reconsidered and possibly reduced slightly. This to be presented to a future Personnel Committee for discussion and agreement.

That consideration be given to the recruitment of a business administration apprentice to support the RFO role specifically, but support across the council in general.

That the Deputy Town Clerk locum move across into the locum Responsible Financial Officer role on 15 hours a week on a temporary basis and that they be paid additional hours for their attendance at evening committee meetings.

That the Town Clerk locum have the hours increased to 21 hours per week, with an option to undertake up to 30 hours per week if required. That the hours over 21 hours per week to be specifically requested to the Chair of Council and Chair of Personnel so that the funds, and outputs can be managed, and are justified.

That the role of the permanent Town Clerk to be re-advertised, and to start the recruitment process and that a budget of £500 be allocated to recruitment of the post.

**Resolved, with all in favour of the following:**

- a) That the underspend in the permanent staffing budget line for 2021/22 be transferred into the locum budget line and that arrangements be made for an increased locum budget for 2022/23 (and a reduced permanent staff budget)
- b) That the staff costs for the Project and Development Coordinator be moved from the project budget to the permanent staffing budget line
- c) That a staffing and locum budget report be provided for the next Personnel Committee meeting
- d) That the locum Town Clerk has the hours increased to 21 hours per week, with an option to work up to 30 hours per week, but this to be worked on agreement with the Chair of Council and Chair of Personnel Committee
- e) That the locum Deputy Clerk moves into the role of RFO on a locum and temporary basis, for 15 hours a week, but to be paid additionally for their attendance at evening committee meetings
- f) That the locum Town Clerk considers the current job description and salary scale for the role of Responsible Financial Officer, with a view to making amendments, and submits this to the next Personnel Committee for further consideration
- g) That £500 be made available for the recruitment process
- h) That the position of Town Clerk be readvertised
- i) That the locum Town Clerk provides further details to a future meeting about the possibilities of engaging an apprentice
- j) That the locum Town Clerk discusses the future of the role of Project and Development Coordinator with the regeneration department at SSDC

**vi. To receive a verbal update on other staffing matters**

**a) Probation**

All staff that joined the council would be supported during their probation period, to offer supervision and feedback.

**b) Staff meetings and welfare**

Staff meetings were being arranged and individual staff were receiving one to ones for support and to identify development needs.

**c) Complaints**

A formal complaint had been raised by a member of staff about a councillor. This was being considered by a grievance panel but had not reached a satisfactory outcome.

**d) Procedures**

Documentation was being updated that standardised several procedures in relation to sickness absence, annual leave, and training requests.

**e) Arrangements for others who have access to the town hall**

Concern was expressed about some arrangements in the town hall, and the locum Town Clerk was asked to investigate and report back.

**31-22 Date of Next meeting**

It was agreed that there was a need for an additional meeting, to receive feedback from the locum Town Clerk, therefore the next meeting would be held on Monday 21<sup>st</sup> March 2022 at 6pm.

The meeting closed 2013hrs.

Signed .....

Date .....