



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 14TH NOVEMBER 2022 AT 7:45PM AT THE TOWN HALL

MEMBERS PRESENT: Cllrs L Ralph (Chair), H Ellard, E Hix, K Hearne, D Old, D Smith, R Tudgay and L Walters

PROPER OFFICER: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC IN ATTENDANCE: None

1. APOLOGIES FOR ABSENCE:

Received from Cllr S Atherton

RESOLVED: It was proposed and unanimously 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 agreed to adopt the minutes of the Personnel Committee meeting held on Monday 17th October 2022 as a true and accurate record of the meeting. The Chairman duly signed the minutes. Cllr Smith abstained from the vote as he was absent from the meeting.

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: TOWN HALL CLEANER:

To consider Terms of Agreement for Town Hall Cleaner

The Clerk provided information on the Terms of Agreement presented and how it was formulated.

RESOLVED: It was proposed and unanimously agreed to approve the Terms of Agreement as presented and for the Town Clerk and Cleaner to sign as appropriate.

6. CONFIDENTIAL: STAFFING UPDATE

To receive a staffing update from the Town Clerk including verbal reports on staff appraisals, job descriptions, amended contracts, 2022/23 National Salary Award and back payments (Appendix 3 – 10):

The Clerk gave a verbal report on staff appraisals, amendment of job descriptions and person specifications, amended and updated contracts and the 2022/23 National Salary Award and backdated payments which would be paid in November. It was agreed to double check the annual leave dates within the amended contracts and for a benchmarking

exercise to be undertaken for the Grounds and Maintenance staff. The Town Hall office opening hours were reviewed and it was agreed to open on a Monday to Thursday from 9am to 1pm as a temporary measure before further review in due course.

RESOLVED: It was proposed and unanimously agreed to adopt Appendix 3-10 on block, for salary benchmarking to be undertaken for the Grounds and Maintenance staff and to amend the Town Hall office opening hours on a temporary basis.

7. CONFIDENTIAL: RFO/DEPUTY CLERK RECRUITMENT

To discuss RFO job description, person specification, recruitment and proposed salary scale (Appendix 11a–11d)

Cllrs considered the recruitment documents as presented, no amendments were recommended, and it was agreed to use the documents for the recruitment of the RFO/Deputy Clerk post. The Clerk confirmed that a salary review had been undertaken by SALC and it was agreed to advertise the post on SCP 33-36. It was agreed to commence recruitment in January.

RESOLVED: It was proposed and unanimously agreed to adopt Appendix 11a-11d on block and to commence recruitment in January

8. CLOSE OF MEETING AND DATE OF NEXT MEETING:

The next Personnel Committee meeting was confirmed as Monday February 20th 2023.

The meeting closed at 8:25pm