



WINCANTON TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 17TH OCTOBER 2022 AT 7PM AT THE TOWN HALL

MEMBERS PRESENT: Cllrs L Ralph (Chair), E Hix, K Hearne, D Old and L Walters

PROPER OFFICER IN ATTENDANCE: Emma Curtis – Town Clerk

MEMBERS OF THE PUBLIC IN ATTENDANCE: None

1. APOLOGIES FOR ABSENCE:

Received from Cllr H Ellard and 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 22nd August 2022 as a true and accurate record of the meeting. The Chairman duly signed the minutes. Cllr Ralph abstained from the vote as she was absent from the meeting.

4. PERSONNEL POLICIES AND PROCEDURES:

To review the following personnel policies and procedures prior to adoption or readoption at the next Full Town Council meeting:

- Absence Management Policy
- Capability Procedure
- Dignity at Work, Harassment and Bullying Policy
- Disciplinary Procedure
- Equality, Inclusion and Diversity Policy
- Grievance Procedure
- Health and Safety Policy
- Lone Working Policy
- Member/Officer Protocol
- Performance Management Policy
- Recruitment, Selection and Induction Policy
- Training and Development Policy
- Whistleblowing Policy

Committee members reviewed the policies. No queries were raised.

RESOLVED: It was proposed and unanimously agreed to recommend all policies for approval and adoption/readoption at Full Council.

5. 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.

6. CONFIDENTIAL: TOWN HALL CLEANER

To consider Terms of Agreement for Town Hall Cleaner

The Clerk reported that there did not appear to be a Terms of Agreement in place for the Town Hall Cleaner and suggested an official one be drawn up. The Clerk confirmed that the Council's insurance company had confirmed the cleaner was covered by the Town Council's policy.

RESOLVED: It was proposed and unanimously agreed for the Town Clerk to prepare an official Terms of Agreement for the Town Hall Cleaner.

7. CONFIDENTIAL: STAFFING UPDATE

To receive a staffing update from the Town Clerk

The Clerk provided a comprehensive update on staff and their welfare. The Clerk further stated that appraisals would be conducted shortly with contracts, pay scales, job descriptions and person specifications reviewed. Amendments to an officer's working hours were agreed to commence from 1st November with further amendments agreed in principle following appraisal and recruitment of the RFO post but considering office and holiday cover.

RESOLVED: It was proposed and unanimously agreed to amend an officer's working hours from 1st November

8. CONFIDENTIAL: RFO RECRUITMENT

To discuss RFO recruitment options

Consideration was given to the vacant RFO role and how to proceed. The hours and role were discussed. It was agreed the Clerk would circulate an amended job description, person specification and advert prior to approval at the next Personnel Committee meeting and undertake a pay review.

9. CLOSE OF MEETING AND DATE OF NEXT MEETING: The date of the next Personnel Committee meeting was confirmed as Tuesday 22nd November at 6.15pm

The meeting closed 7:45pm