



Minutes of the Personnel Committee Meeting

held on 13th June 2022 at 3.30pm in the Parish Office

Present: Cllr P Alker (in the chair), Cllr G Gregory, Cllr Simkin, Cllr Greatrex, Jayne Cooper Clerk

Public Open Forum - None present

1. To elect a Chair and Vice Chair

Cllr Alker was elected Chair and Cllr Gregory was elected Vice Chair

2. To receive apologies and record absences

Apologies received from Cllr Tomkinson and Cllr Payne

3. To record any declarations of interest

Cllr Simkin declared an interest as her mother is employed with the Parish Council.

4. To receive and confirm the minutes of the meeting held on 17th January 2021

The minutes were approved as a true and accurate record.

5. To consider any matters arising not elsewhere on the agenda

6. To carry out the annual review of the Terms of Reference

The Terms of Reference were reviewed. No amendments were necessary.

7. To consider carrying out job evaluations for The Clerk, Council Support Officer and Caretaker/Cleaner

Councillors received a report from the Clerk detailing changes to the role in that there are more responsibilities for finance, legal health & safety related work, some of which are not reflected in the job description. The Clerk raised her concerns regarding the number of work/projects that are ongoing or still pending. The report detailed how the duties of the Clerk fall under one of 3 categories:

- 1) Council and Committee work,
- 2) Finance, H&S, Risk Assessments and Legal
- 3) Projects/Events/Training.

The Clerk confirmed that she had carried out appraisals with the Council Support Officer and the Caretaker/Cleaner - a brief verbal summary was received on the CSO appraisal and a written report was received following the appraisal of the Caretaker/Cleaner. The Clerk's appraisal had also been completed by members of the Personnel Committee.

There was considerable discussion about the role of the Clerk and ways to alleviate the increase in duties. Several suggestions were considered. Prior to any decision being taken, it was agreed that the Clerk should meet with the CSO to determine whether or not he would be willing to take on additional hours and if so, whether some of the Clerk's duties could be carried out by the CSO. It was noted that the CSO had recently successfully completed the CILCA qualification and is therefore a qualified Clerk. The Clerk was also asked to consider splitting the finance duties from her role for them to be undertaken by a separate Responsible Financial Officer. Personnel would meet again in July and continue with reviewing the roles and taking any necessary action following the appraisal of the CSO as well as Caretaker/Cleaner including consideration of using a cleaning firm to carry out a deep clean of the Grosvenor Centre at intervals throughout the year.

8. To consider how to manage the duties normally carried out by the Handyman

The Handyman who is self-employed, had ceased to carry out duties because of a long-term illness with surgery pending. He and the office staff had been in regular communication. It was also noted that the Handyman would also be moving house outside of the parish in the coming months. The duties carried out by the Handyman are extensive, some quite physical. It was agreed that as a busy council with many assets and facilities, it is important that jobs are not allowed to accumulate, assets and facilities must be kept safe in good working order and therefore there would have to be a natural break between the Parish Council and the current Handyman. His services would be recognised using the Chairmans fund. The Clerk would seek the services of a suitable person to resume Handyman duties on a self-employed basis and it was agreed the person should live in the parish. Cllr Greatrex confirmed he would be willing to carry out the play area inspections which was welcomed.

9. To consider any other personnel matters including:

a) Increase in pension contributions

An increase in pension contributions from 6.5% to 6.8%, as advised by Bradleys Accountancy, was noted.

10. To consider any Health and Safety matters

Covered under the review of job roles and by recognising the need to have Handyman duties covered as soon as possible. The Parish Office Risk Assessment template is to be reviewed.

11. To agree the date and time of the next meeting

4th July 2022 at 3.30pm

Meeting closed at 4.50pm