



DRAFT Minutes of the Personnel Committee Meeting

held on 4th July 2022 at 3.30pm in the Parish Office

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

Public Open Forum - None present

1. To receive apologies and record absences

Apologies received from Cllr Tomkinson and Cllr Greatrex

2. To record any declarations of interest

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

3. To receive and confirm the minutes of the meeting held on 13th June 2022

The minutes were approved as a true and accurate record.

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

There were no matters arising.

5. To receive a report from the Clerk on progress made with reviewing the Clerk's and CSO job descriptions

The Clerk had provided a detailed report to members following a meeting she had held with the Council Support Officer in which their job descriptions had been reviewed. The Clerk and CSO recommended to Personnel Committee that the CSO takes on 5 additional hours per week to undertake additional duties that would include Health and Safety Committee duties and Events Committee duties. Work related to Risk Assessments, Inspections would fall under the H&S work and therefore dealt with by the CSO (with some input from the Clerk). There would be close liaison with the Handyman to ensure duties that are identified from inspections are carried out quickly. A white board in the office would be obtained to ensure the list of jobs is kept moving and updated regularly.

The Clerk had confirmed that working at home one day each week on more complex task had been successful and this would continue. The CSO would also work from home (probably on a Monday) to carry out some tasks.

It was agreed to accept the recommendations as detailed in the Clerk's report subject to Council's approval. The new working arrangement would be monitored by the Personnel Committee.

It was noted that the CSO had completed his CILCA qualification. The Clerk was asked to seek advice from NALC on the recommended scale range and scale point for an officer with CILCA to be paid (noting that the CSO is not the Clerk for Gnosall PC).

6. To receive an update on covering Handyman duties

A local Handyman had expressed an interest in carrying out duties on a self-employed basis for the Parish Council but was not available for a few weeks. In the meantime, the services of other local handymen would be sourced for the more urgent jobs. The Chair of Council had a contact and would make enquires. The Clerk to try and obtain a Handyman's job description.

7. To consider any other personnel matters

Suggestions to assist the Caretaker/Cleaner as discussed in her appraisal were reviewed and it was agreed that once the Grosvenor Centre had been revamped (work to start soon) then assistance with a 6 monthly deep clean would be arranged. A review of equipment and hygiene services would be carried out and enquires made more sooner for air freshener equipment for community buildings.

8. To consider any Health and Safety matters

This had been covered when discussing the role of the Caretaker/Cleaner. The enhancement of the Grosvenor Centre including the purchase of more suitable furniture would, it is hoped, result in the caretaking and cleaning requirements being less onerous.

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

11th July 2022 at 3.30pm

Meeting closed at 4.30pm