

Wonersh Parish Council

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Minutes of the meeting of the **Personnel Committee** of the Council held on
Thursday 10 December 2020 at 10.15am online.

Present: Councillors Mike Band, Chris Howard (Chair), Malcolm Scott and Rod Weale.

MINUTES

HR20/21 001 To elect a Chair to the Personnel Committee.

Cllr Howard was elected as Chair of the Personnel Committee (proposed by Cllr Band).

HR20/21 002 To receive and approve apologies for absence.

The Committee received and approved apologies from Cllr Lavender.

HR20/21 003 Wonersh Parish Code of Conduct – Declarations of disclosable interests.

The Clerk declared an interest in items HR20/21 006 and was not in attendance for this part of the meeting.

HR20/21 004 Open meeting for members of the public to raise matters about the Council's personnel issues.

There were no members of the public present.

HR20/21 005 To receive progress reports about matters previously considered and approved by the Committee or the Council.

The Clerk noted the minutes of the most recent meeting and highlighted that outstanding items were substantive agenda items below.

HR20/21 006 To review the appraisal report and meeting with the Clerk and approve next steps.

The Committee discussed the appraisal of the Clerk (in the absence of the Clerk) and agreed actions were:

- To consider and review the Clerk's contract with a view to including annual increments subject to satisfactory performance in the role.

Action: Clerk to include a contract review on the Agenda of the next Personnel Committee Meeting.

HR20/21 007 To consider the employment of an Assistant Clerk and approve next steps, including any recommendations to Council.

The Committee welcomed the example job descriptions shared as a basis for employment and the input from other Clerks. It was agreed that the Clerk would speak further with SLCC regarding paygrades for Assistant Clerks and Assistants to the Clerk and agree an amount commensurate with proposed responsibilities and qualifications and would work with the Committee Chair in drafting a Job Description and Person Specification, which reflects this.

Cllr Band noted the value of recent Locum support to the Council and that timescales for employing an assistant should ideally consider the possibility of locum support being available beyond the end of the calendar year and to the start of the next financial year, which the Clerk should confirm. The Clerk noted that the locum support had also expressed a willingness to provide training to the assistant.

Action: Clerk to contact SLCC and confirm whether the locum support is available for the remainder of the financial year.

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Clerk and Cllr Howard to develop the job description and person specification for agreement by Committee and publication in January.

HR20/21 008 To review the Council's Personnel and Employment Handbook and approve next steps.

The Committee received this and noted that it was due a review and include further relevant policies and practices and agreed that this should be done via a Working Party. It was noted that examples and support with these were available through SLCC and NALC, plus Waverley Borough Council member services.

Action: Cllrs Howard and Scott to form a working party to review these.

HR20/21 009 To review the Council's Lone Working Policy and approve next steps.

This will be reviewed by the Working Party above.

HR20/21 010 Members' business and other correspondence for noting and including on a future agenda.

The Committee agreed to further discuss employing an assistant at the next meeting in early January and the policy review later in the year.

HR20/21 011 To consider and approve the date of the next meeting of the Committee.

The next meeting of the Committee was approved as Thursday 7 January 2021, 10.15am (proposed by Cllr Howard).

HR20/21 012 To consider and approve that the official record of this meeting be presented at the next meeting of the Council on 14 January 2020 for approval.

It was noted that the next Committee Meeting was prior to the January Council Meeting, so this would not be necessary,