Wonersh Parish Council

BLACKHEATH • SHAMLEY GREEN • WONERSH

www.wonershparish.org

Minutes of the meeting of the **Personnel Committee** of the Council held on **Thursday 7 January 2021 at 10.15am** online.

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

MINUTES

HR20/21 013 To receive and approve apologies for absence.

The Committee received and accepted apologies from Cllr Stephen Lavender.

HR20/21 014 Wonersh Parish Code of Conduct – Declarations of disclosable interests and, if requested, consideration and approval of dispensations under the Code.

The Clerk declared a pecuniary interest in items HR20/21 21 and 22 and was not present for discussion of these.

HR20/21 015 Open meeting for members of the public to raise matters about the Council's personnel issues.

There were no members of the public present.

HR20/21 016 To consider and approve the minutes of the Committee meeting held on 10 December 2020.

The Committee considered and approved these; Cllr Howard will sign in due course.

HR20/21 017 To receive progress reports about matters previously considered and approved by the Committee or the Council.

The Clerk noted that she had posted on an information group for Clerks regarding annual increments and target setting and found that Clerks in similar sized parish had also found it difficult to define targets. It was also noted that some Clerks reported annual increments being standard in their contract and only not received if performance had been unsatisfactory. The option to just alter the grade at which the Clerk is paid was also mentioned. The Clerk noted that this information was for information only and not designed to influence the decision under later discussions and also highlighted that some form of action planning in relation to job performance would be useful. Cllr Howard noted that ILCA and CILCA were recommended by the Council and that action planning might be most useful once the Council had agreed its strategy and business model.

All other updates were considered in the agenda.

HR20/21 018 To consider and approve the job description, personal specification and hourly rate for the position of Assistant to the Clerk / Admin Clerk.

Cllrs thanked the Clerk for the shared draft and information from other nearby Councils and the Society of Local Council Clerks and reported that, whilst useful, they considered that a more specialist role would be of greater benefit to the Council and Clerk. The role, it was agreed, should be more that of an office administrator and book keeper, with the Clerk maintaining the role with respect to Planning, given her growing interest in this, but support being available for agendas and minutes on an ad hoc basis, to allow project work to be progressed. It was agreed that a range of higher hourly rates should be advertised and that the salary be considerate of experience. It was agreed that the Cllr Howard would update the job description and person specification and other Councillors would comment in advance of the Council Meeting.

Action: Cllr Howard to update job description and personal specification and other Committee Members to comment.

HR20/21 019 To consider the approach to advertising the role and the recruitment timeline and approve next steps.

Options for advertising were discussed and included local magazines, notice boards, social media, email networks and SALC. Surrey Advertiser was discounted due to being very expensive and not a good source of applicants in the past.

Action: Cllr Howard to draft timeline for agreement with Council

Clerk to circulate to the agreed outlets.

HR20/21 020 To consider the standard interview questions and related processes and approve next steps.

This was discussed briefly and delegated to the Clerk and Cllr Howard, for agreement by Committee Members.

Action: Cllr Howard and Clerk to discuss further and to draft questions and processes for input from Committee Members.

HR20/21 021 To consider updating the Clerk's contract to permit for annual increments based on agreed performance criteria and approve next steps.

This was considered in the absence of the Clerk and the agreed action were as follows.

Action: Cllr Howard to review the option for increasing the Clerk's wage to the top of the existing band, or the bottom of the next band and to make recommendations to Council

Cllr Band to consider the implications for the precept and make recommendations to Council.

HR20/21 022 To agree approach to target- setting and the performance criteria for the Clerk, should annual increments be recommended

Annual increments were not recommended.

Action: Personnel Committee to agree action plan with the Clerk once the Council Strategy and Business Plan were approved.

HR20/21 023 To receive an update on the review of the Personnel and Employment Handbook and Lone Working Policy and approve next steps.

Cllr Howard thanked the Clerk for the information provided. A Working Party formed of Cllrs Howard and Scott were to progress this for consideration early in the next financial year.

HR20/21 024 Members' business and other correspondence for noting and including on a future agenda.

There were no specific items beyond progressing the items above.

HR20/21 025 To consider and approve the date of the next meeting of the Committee.

The Committee approved Thursday 18th February 2021, 10.15am, as the date for the next Council Meeting.

HR20/21 026 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.

This was approved.