

**NAILSWORTH TOWN COUNCIL**  
Minutes of PERSONNEL COMMITTEE  
held at Town Hall, Nailsworth  
on Wednesday 8<sup>th</sup> February 2017

Present	Cllr Jonathan Duckworth (Town Mayor) Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Sue Reed Cllr Angela Norman Cllr Ron Kerby
Apologies	

### 1. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None were declared.

	Action
<b>2. Confidential items</b>	
<p><b>3. Deputy Clerk's appointment</b> Cllr Sally Millett said she was very impressed at the Deputy Clerk's minute taking and was pleased that she was appointed. Cllr Millett said the Deputy Clerk was very focussed even when there were a lot of other things going on around her and she was self-motivated. The Clerk commented that she will be gradually adding project management tasks to the Deputy Clerk's job to expand her knowledge and skills</p> <p><b>ACTION:</b> the Deputy Clerk's appointment was <b>recommended</b> and Cllr Anne Elliott undertook to write a paper for Full Council</p>	<b>AE</b>
<p><b>4. Salaries and rates of pay</b> Cllr Ron Kerby queries the status of the manager of the TIC and whether she is considered an employee or not. This will need to be clarified at a future staffing review.</p> <p>Cllr Angela Norman asked if there was an automatic annual salary increment. The Clerk undertook to investigate what each contract says and report back. The Clerk also clarified how the Groundsman's salary is calculated, to include some enhanced hours and the bungalow as a tied house.</p> <p><b>ACTION:</b> to <b>recommend</b> to Full Council the figures in the agreed Annual Budget 2017/18 are accepted</p>	<b>Clerk</b>       <b>Clerk</b>
<p><b>5. Clerk's hours – update</b> Since 1<sup>st</sup> January 2017 the Clerk's hours have reduced as follows: Flexi hours reduced from c.70hrs to 23hrs 40mins TOIL reduced from c.74hrs to 21mins Annual Leave reduced to 1 day.</p> <p>The Personnel Committee agreed the Clerk should carry the 1 day of Annual Leave over into the new leave year (1<sup>st</sup> April).</p>	<b>Clerk</b>

<p>The Clerk commented that taking every Friday off in January and February was having an impact on the amount of work that could be done and this would become more marked in March. However the Mayor commented that more was being achieved by the office and so this was to be expected.</p> <p>The Clerk agreed to send Cllr Anne Elliott timesheets every month to monitor hours worked.</p> <p>The Committee discussed the value of using volunteers for clerical work and also the role of apprentices and work experience placements in the future, to give more value to the community and to the Council.</p> <p>Cllr Anne Elliott thanked Cllr Sally Millett for volunteering to cast a discerning eye over historic files, sorting and labelling these for archiving.</p>	
<p><b>6. Update on review of policies</b></p> <p>Copies of the policies to be updated had been previously circulated to members of the Committee.</p> <p>Committee members took on responsibility for looking over the existing or draft policies and updating them.</p> <p>Safeguarding – Cllr Sally Millett. This will fit both NTC and the Arkell Centre and can be put to the Trustees for approval. The Personnel Committee Chair would be the Safeguarding Officer.</p> <p>Grievance Policy – Cllr Ron Kerby</p> <p>Equality &amp; Diversity – Cllr Sue Reed (Clerk to send previous notes on this)</p> <p>Sick/Absence (should be called Attendance Policy) – Cllr Angela Norman</p> <p>Open Spaces Policy – Clerk/Environment cttee</p> <p>Disciplinary Policy– Cllr Sally Millett/Cllr Anne Elliott</p> <p>Health &amp; Safety Policy– Cllr Anne Elliott</p> <p>Procedure for handling a cllr’s resignation – Cllr Jonathan Duckworth</p> <p>Cllr Jonathan Duckworth said all the policies, once approved will be put on NTC’s website. Cllr Sue Reed requested a folder with hard copies is also kept in the office.</p> <p>The Clerk said the reviewed and new policies will include the date they were last reviewed and the date they are next due to be reviewed.</p> <p>In response to a question from Cllr Ron Kerby the Clerk said templates and updates of policies were available from GAPTC (NALC).</p>	<p><b>Clerk/all Committee and Mayor</b></p>
<p><b>7. Follow up from Code of Conduct meeting</b></p> <p>Cllr Anne Elliott asked that all the Personnel Committee members look at NTC’s current Code of Conduct and how it relates to Standing Orders. The</p>	

