

**NAILSWORTH TOWN COUNCIL**  
Minutes of PERSONNEL COMMITTEE  
held at Town Hall, Nailsworth  
on Wednesday 18<sup>th</sup> October 2017

Present	Cllr Anne Elliott (Chair) Cllr Sally Millett Cllr Sue Reed Cllr Ron Kerby <i>Arrived late</i> Cllr Jonathan Duckworth (Town Mayor)
Apologies	Cllr Angela Norman

## 2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

There were none.

	<b>Action</b>
<p><b>3. To consider Personnel committee's plan for the year</b>            Cllr Anne Elliott queried whether there needs to be a separate Bullying and Harrassment Policy as this is already covered in the Disciplinary Procedure and Safeguarding Policy. Cllr Sue Reed added that this could also be highlighted in Code of Conduct            The Clerk confirmed all policies will include a date of creation and review.             The Committee agreed with the plan as presented.</p>	
<p><b>4. To consider Disciplinary Procedure</b>            Cllr Jonathan Duckworth suggested for consistency the term Chair of Council' be changed to 'Mayor'.             The Committee was then happy to <b>recommend</b> the Disciplinary Procedure to Full Council.</p>	
<p><b>5. To consider Equality &amp; Diversity Policy</b>            After some discussion minor changes to the draft were agreed.             The committee also discussed the need to include reference to this policy in the Code of Conduct review which will be undertaken by Cllrs Sue Reed and Angela Norman.             The committee decided to defer recommending this policy to Full Council until the Code of Conduct review is completed. A deadline of the end of November was set for this, for the recommendation to be put to the December Council meeting.</p>	<b>SR/AN</b>
<p><b>6. To accept feedback on the Volunteer Agreement</b>            Cllr Sue Reed had sought feedback from Nailsworth Rotary Club and some individuals on the Volunteer Agreement. The individuals were happy with the agreement as it stands.             Cllr Ron Kerby offered to forward a spreadsheet for recording volunteer hours and their value to the Clerk.             Rotary Club commented that the most important aspect of the attendance sheet was the ability to record volunteer hours. They thought the</p>	<b>RK</b>

<p>Volunteer Agreement was fine but to change 'grid reference' to 'postcode or grid reference'.</p> <p>It needs to be clear that the list of tasks are not obligatory however the agreement will usually be discussed with the volunteer to be sure they understand the contents.</p> <p>The Committee <b>recommended</b> the Volunteer Agreement to Full Council, with an explanation of the importance of volunteer hours and their value particularly in grant applications.</p>	
<p><b>7. Confidential Item</b></p>	
<p><b>8. To consider Personnel committee annual budget items for 2018-19</b></p> <p>The Clerk explained the budget forecast shows the Admin Assistant post at the current salary.</p> <p>The committee discussed whether a new person would be offered a NEST or LGPS pension and it was agreed to recommend at LGPS pension to bring all the job roles in line with each other. The cost of providing a LGPS pension would be approximately an additional £2k. This is to be outlined in the papers to be put to Full Council.</p> <p>It's likely that Sue N won't be able to have any sort of handover with the new person but the Clerk to ask if Sue would be willing to answer any queries informally.</p> <p>For Annual Budget, Clerk to check pensions for 2018/19 include LGPS pension for new Admin Assistant post.</p> <p>Casual labour: there was some discussion about this budget line which was introduced in order to separate the TIC cleaner's role. Historically, this has been paid as an honorarium but NTC might be considered responsible for tax and NI for this work. Clerk to check with the TIC cleaner if she wants to continue under these terms. Clerk also to investigate an alternative cleaner should the present one wish to stop, perhaps the Mortimer Room cleaner or Arkell Centre cleaner?</p> <p>Casual labour budget heading was changed to £800 for 2018/19</p> <p>Clerk to check training includes cost for CiLCA for 2018/19</p> <p>It was decided to remove the Advertisements budget heading and replace it with Staff recruitment as this is what the budget heading is for. The budget for this to be set at £2000.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>9. Update on review of Council policies and regulations</b></p> <p>Safeguarding: SM/AE to review this</p> <p>Grievance Policy: JD/RK to review</p> <p>Attendance Policy: first draft submitted by AN</p> <p>Disciplinary Policy – done</p>	<p>SM/AE</p> <p>JD/RK</p>

Health & Safety – ask Deputy Clerk to investigate what we already have in place and speak to AE	JH/AE
Procedure for cllr’s resignation – JD by 31 <sup>st</sup> December	JD
<b>Date of next meeting:</b> 11.30am 31 <sup>st</sup> October 2017	

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Chair

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Date