



## **NAILSWORTH TOWN COUNCIL**

### **Minutes of the Personnel Committee**

Meeting in Town Hall at 5pm on Wednesday 15<sup>th</sup> June 2022. The meetings of this Committee will be confidential and are not open to the public.

#### **Present:**

Cllr Jonathan Duckworth (Chair)  
Cllr Angela Norman  
Cllr Ros Mulhall  
Cllr Shelley Rider  
Cllr Mike Kelly (Mayor)

#### **Minutes:**

Clerk

#### **Apologies:**

Cllr Patsy Freeman  
Cllr Colleen Rothwell

#### **Verbal Introductions**

These were made.

#### **Declarations of Interest and Dispensations**

There were none.

#### **To consider commissioning job evaluations for the Customer Services roles and the Groundsman role**

It was explained that the background to this piece of work is that evaluations have already been done for the clerk/deputy clerk roles and this is to continue this work according to the Personnel Committee work plan.

There was a discussion about the qualifications and experience of the person recommended to carry out the work. The job evaluations will be an analysis of the job function and will not be related to the person carrying out the work. It will recommend whether the current salary arrangements are suitable for the level of work being carried out. It will include identifying where there are gaps in the current job structure; where work is carried out by a contractor or others and the value for money of those tasks.

- 1.** It was **recommended** to engage a locum clerk to carry out the three remaining job evaluations as soon as possible, in line with the Personnel Committee's work plan, at a cost of £600.

#### **To update on staffing matters**

There was an update on recent informal meetings to discuss communication and work planning. More recent information was discussed at length and actions were agreed.