



NAILSWORTH TOWN COUNCIL

Minutes of the Personnel Committee

Meeting held at 6.30pm in the Mortimer Room, Old Market, Nailsworth on Tuesday 22nd February 2022. The meetings of this Committee will be confidential and not open to the public.

Present:

Cllr Ros Mulhall
Cllr Jonathan Duckworth
Cllr Angela Norman
Cllr Colleen Rothwell
Cllr Mike Kelly (Mayor)

Minutes:

Clerk

Apologies:

Cllr Shelley Rider
Cllr Patsy Freeman

Verbal Introductions

These were made.

Election of Chair

Cllr Jonathan Duckworth was elected unopposed as chair.

Declarations of Interest and Dispensations

There were none.

To review the Terms of Reference of the Personnel committee

There was a discussion about the Personnel Committee's Terms of Reference;

- The Personnel Committee follows a significant period of change over the past 5-6 years, and is a critical committee overseeing all that council does.
- Currently six members (plus the Mayor) have been nominated, however the Terms of Reference state five members. This is the majority of council and the committee should consider if that is appropriate.
- The Clerk outlined the process under which the council operates, where – similar to a corporate body – issues are raised with/about the council rather than with individual cllrs

There was a discussion on appropriate ways to introduce feedback for/about cllrs to promote a supportive council culture for cllrs and staff.

The Clerk was tasked with researching, through GAPTC and others, how this has been done in other councils.

There was a discussion about both the similarities and differences between councils and corporate bodies, the role of GAPTC, the role of cllrs, and how complaints are handled.

To consider provision of NTC's HR, Employment Law and Health & Safety support

There was widespread support for the proposal to engage an external company for informed support. There was a discussion about different companies offering similar support and the clerk was tasked with gathering more detailed references for the preferred company from other parishes.

The Clerk was tasked to find out if support covers volunteers.



There was further discussion about the combined package to include Health & Safety support and the Clerk was tasked with gathering further detail on what specifics are offered. The Committee were broadly in support, but wished to know more about H&S support before committing to this.

It was **recommended** that NTC enter a 3 year agreement for just Employment Law and HR Support with WorkNest. In addition that legal expenses insurance at £15.00 and £3.50 per employee (total £111) be included. The total cost of this provision is £2,146 p.a.

All agreed.

To consider introducing Volunteer Agreements for the TIC volunteers and the Archive volunteers

It was explained that Cllr Angela Norman and the Deputy Clerk recently met with the current TIC volunteer coordinator to introduce the proposal for volunteer agreements and raise relevant issues. There is a recognition of a need for additional training and awareness from NTC volunteers. TIC volunteers work in tandem with GCC Library volunteers, who have comprehensive arrangements in place for their volunteers. The Deputy Clerk was congratulated for bringing together TIC volunteers and through 'fact finding tours'.

After further discussion, some amendments were suggested;

- To remove the sentence: *Moderate my language and not use profanity* as it was felt this was covered by: *Treat colleagues and visitors to the Town Council facilities, fairly and with respect...*
- To strengthen the bullet point covering expenses to read: *volunteers must have prior approval and authorisation from the Town Council to reimburse any reasonable expenses incurred whilst volunteering.*
- For future discussion to determine the roles of volunteers and NTC as named contacts, possibly with at least two roles; NTC as person in authority, and a volunteer coordinator.

It was agreed to bring the amended documents to the next Personnel Committee meeting on Friday 25th March.

To agree a schedule of meeting dates

It was noted that Personnel Committee meetings can be held during the day.

The following dates and times are suggested:

Friday 25th March, 4pm – Lower Room, Town Hall
Tuesday 26th April, 4pm – Lower Room, Town Hall
Tuesday 24th May, 4pm – Lower Room, Town Hall
Tuesday 28th June 4pm – Lower Room, Town Hall

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Chair of Personnel Committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

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Date