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NAILSWORTH TOWN COUNCIL

Civic Centre, Old Market, Nailsworth, Glos. GL6 0DU

Tel: 01453 833592 email: clerk@nailsworthtowncouncil.gov.uk

Clerk to Council: Katherine Kearns

You are invited to attend a meeting of the **Personnel Committee** in the Council Chamber on Wednesday 15th June 2022 starting at 5pm.

Please note that in the interests of confidentiality, the public and press are excluded from these meetings.

K Kearns
Town Clerk
10th June 2022

1. Apologies
2. Verbal Introductions
3. Declarations of Interest and Dispensations
4. To consider commissioning job evaluations for the Customer Services roles and the Groundsman role (paper available)
5. Confidential Item
6. To update on staffing matters (paper available)



Nailsworth Town Council

Agenda Item 4

Meeting of Personnel Committee

Meeting date Wednesday 15th June 2022

Subject To consider commissioning job evaluations for the two Customer Services roles and the Groundsman role

Author Clerk

Status Action

Summary

Continuing the work to evaluate staff jobs according to the Personnel Committee's work plan.

Detail

At the meeting on 25th March 2022, the Personnel Committee agreed a work plan for the coming months. This included

1. Staff handbook with detailed terms – this is currently being drafted by Worknest
2. Staff job evaluations to check whether the current pay scales reflect the job roles. To focus on the job role required to carry out NTC's work and not individual performance and appraisals.
3. Hazelwood Bungalow Occupancy Agreement; with specialist legal help, to be carried out alongside the groundsman job evaluation.

Job evaluations for the clerk/deputy clerk roles are complete. The Committee is asked to consider engaging an experience locum clerk to carry out the remaining job evaluations and for that person to liaise with the clerk and deputy clerk to do this work. Given the current workload the locum clerk could be asked to also liaise with a specialist to get advice on this in parallel with the job evaluation.

A quote of £600 for the three job evaluations has been given by the locum clerk.

Options

1. 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
 2. To not carry out this work
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Recommendation

1. 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
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Costs



Nailsworth Town Council

£600

Funding Source

1130 Licenses, fees, audit budget heading

ENDS.