



NAILSWORTH TOWN COUNCIL
Minutes of the Personnel Committee

Meeting virtually at 4pm on Friday 25th March 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 Colleen Rothwell
Cllr Mike Kelly (Mayor)

Minutes:

Clerk

Apologies:

Cllr Patsy Freeman

Verbal Introductions

These were made.

Declarations of Interest and Dispensations

There were none.

To consider an amendment to the recently created Volunteer Agreements for the TIC volunteers and the Archive volunteers

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 NTC volunteers to have additional training and awareness of issues to keep them safe, informed and fulfilled in their roles.

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 enhancing their local knowledge through 'fact finding tours'.

It was **recommended** to adopt the TIC and Archives Volunteer Agreements

All agreed

To review NTC's policies

The Deputy Clerk has reviewed the policies. No amendments have been made. A new policy – Vexatious Complainants Policy - was added within the last year.

Thanks were recorded to the Deputy Clerk for her work on this.

It was **recommended** that the reviewed policies are adopted in line with the AGAR and best practice.

All agreed

To consider a work plan and timetable for the Personnel Committee's work



There was a discussion about how to timetable the Personnel committee's workplan and how to allocate the work; whether to assign different work streams to committee members or schedule them for different meetings.

There was further discussion about the work items and how critical each item is.

1. Staff handbook with detailed terms and conditions covering subjects such as eye tests, car use, IT and social media use and different types on leave.

This work will be covered by the WorkNest HR support service when this starts and is estimated to take a few months.

2. Staff job evaluations to check whether the current pay scales reflect the job roles.

It was clarified this work will be focussed on the job role required to carry out NTC's work and not on individual performance and appraisals. There is a process for carrying job evaluations for clerks/deputy clerks but the other roles will require external help to ensure impartiality. It was agreed to split this work into two (clerk/deputy clerk, and then the rest of the team).

Job evaluations for the clerk/deputy clerk roles to be brought to the next meeting (Tuesday 26th April) for discussion.

3. Hazelwood Bungalow Occupancy Agreement.

The background for the Occupancy Agreement was outlined; the Groundsman role is tied to an Occupancy Agreement for a property owned by NTC. This will need specialist legal help as it's not a common arrangement for councils.

It was clarified that a property was gifted to NTC decades ago, and that any legal agreement for NTC to keep the property or to use it for the Groundsman role has since been dissolved.

The current agreement doesn't benefit either the occupier or the owner. There are weaknesses in the Occupancy Agreement for both the occupant and NTC as owner, and it's felt it currently doesn't benefit either party.

A discussion ensued about the role of the Bungalow as 'tied' accommodation, and it was felt that advice should be taken from an appropriate professional, in parallel to the job evaluation work proposed in point 2.

4. Training and development; how best to draw up a plan for cllrs, staff and volunteers as appropriate.

It was recognised this has been needed for a long time, for cllrs, staff and volunteers. There was a discussion about how to identify training requirements for each group. With staff, this can be part of the appraisal process, however for cllrs, training isn't obligatory.

A training survey can help to identify what development is wanted and therefore what training might be needed. There might be a standard suite of training/induction and then specific development for each person or role.

It was confirmed that NTC has an annual budget of £3,000 for training.

There was a discussion about which group to prioritise for training and it was agreed that NTC volunteer training (TIC and Archives) be prioritised. Training might be done in house or by external providers however it was felt important that volunteers feel part of a team, and enjoy and understand their role in NTC, so a good induction process is needed.



The Clerk undertook to work with the Deputy Clerk to draw up a list of training needs for the volunteers. Also to explore training provided by external bodies e.g. SDC, GRCC.

The discussion focussed on first finding out what each person feels they need, to get an idea of their priorities and how they see their role in NTC.

It was **agreed** that Cllrs Shelley Rider and Jonathan Duckworth work with the Clerk and Deputy Clerk to draw up a training survey for volunteers, cllrs and staff.

5. The staff appraisal process; can improvements be made to the staff appraisal and performance management process?

It was agreed that improvements can definitely be made and that no one – staff or the committee - was happy with the current system and form used. The template supplied by NALC/GAPTC is very basic. There was a discussion about having a more rigorous system with a more formalised template possibly with a midyear review. The process needs to reflect the interesting position NTC staff are in, working for the council as a whole and not individual cllrs.

It was **agreed** that initially Cllrs Ros Mulhall and Mike Kelly get together to discuss this.

6. Volunteers; training, recruitment; different types of volunteers: Archives, TIC, individuals, groups (e.g. Orchard Group); rolling out the new volunteer agreements; volunteer management.

The next step is to roll out volunteer agreements, as agreed above, to benefit volunteers. Other work e.g. training, will emerge from the training survey. It was acknowledged that NTC are over capacity in some volunteer areas and that in other areas (Town Archives) the volunteers are self-selected.

To consider provision of NTC's Health & Safety support

There was a discussion on the pros and cons of entering a contract to provide H&S support, and the cost benefits of entering a combined contract for both HR and H&S support.

It was acknowledged that it's crucial for health & safety issues to be properly managed, and how it can benefit NTC if this is delegated to specialists. Given the staff workload, it was agreed that the team's time could be better spent on other work.

To **recommend** NTC enter a 3-year agreement for combined Employment Law, HR and Health & Safety Support with WorkNest. In addition that legal expenses insurance at £15.00 and £3.50 per employee (total £111). The total cost of this provision is £4,511 p.a.

All agreed

Confidential Item

To agree a change in pay scale for the Deputy Clerk in recognition of CiLCA qualification

There was a discussion about the benefits CiLCA qualified clerks/deputies bring to a council and the importance of recognising the professionalism of the staff.

It was **recommended** that a salary increase of one SCP point be awarded to the Deputy Clerk in recognition of her CiLCA qualification, and to be backdated from 1st November 2021.



All agreed

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

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Date