



WINCANTON TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL
PERSONNEL COMMITTEE HELD ON TUESDAY 24th NOVEMBER 2020
ZOOM

PRESENT: Councillors Ralph (Chair), Power, Tudgay, Vagg and Walters

LOCUM CLERK: Zöe Godden

ALSO PRESENT: Richard Tyzack (Officer)

There were no members of the public present at the start of the meeting.

The meeting started at 19:00.

008 APOLOGIES

No apologies had been received.

009 MINUTES

It was agreed to defer approval of the minutes to the next meeting to allow time for them to be edited.

010 STAFFING UPDATES

To note staffing update

The Chair reported that a member of staff, who had been on sick leave for some time, had been invited to a properly convened meeting to discuss progress. This meeting had been arranged with input from South West Councils to ensure correct procedures were followed. If the member of staff was unable to attend, the Chair would offer input from an Occupational Health professional instead.

011 ANNUAL APPRAISALS

To consider and approve the process for staff annual appraisals.

The Chair noted that the Works and Maintenance Supervisor (WMS) had been carrying out regular appraisals with Grounds staff and said that this was an example of good practice. The Locum Clerk reported that the WMS had asked if any appraisal training might be available because he was keen to make the process more valuable to staff and the Council. Appraisals for other staff had not been held regularly.

It was **agreed** that the Chair and Locum Clerk should meet to draft a staff appraisal process, which would be presented to the Personnel Committee in due course for consideration.

Action PC201124/1: Chair and Locum Clerk

012 REVIEW OFFICER/MEMBER ROLES

To consider undertaking a review of the policies and documents defining the roles of Council Officers and Roles

The Chair informed Councillors that the Complaints Panel had requested that the Personnel Committee looked at any documents relating to the roles of members and officers and how they interact with each other. Councillors discussed the issue and there was a feeling that this piece of work would be more appropriately carried out by the Governance and General Purposes Working Group.

RESOLVED: It was proposed by Councillor Power, seconded by Councillor Tudgay and unanimously agreed to refer this matter to the Governance and General Purposes Working Group.

Action PC201124/2: Locum Clerk

There followed some discussion about the best way to deal with questions posed by members of the public at Council meetings. The Locum Clerk suggested that a form of words could be included on future agendas to tell members of the public how their questions would be answered.

Action PC201124/3: Locum Clerk

013 REVIEW STAFF JOB DESCRIPTIONS

As requested by DTC. Please note the DTC has already undertaken a review of their own job description and its relation to others.

Councillors discussed the issue and there was agreement that job descriptions should be reviewed now and regularly going forward. It was **agreed** that job descriptions would be reviewed as part of the staff appraisal process.

014 CONSIDER NEW COUNCIL POLICIES

Attached.

Councillors discussed the issue and it was **agreed** that the Personnel Committee should only consider policies directly relating to staffing matters.

RESOLVED: It was proposed by Councillor Tudgay, seconded by Councillor Power and unanimously agreed to refer any policies that did not relate directly to staffing matters to the Governance and General Purposes Committee.

Action PC201124/4: Locum Clerk

015 DATE OF NEXT MEETING

To be discussed.

It was agreed that the a provisional date for the next meeting would be Tuesday 9th December at 7pm but that this meeting would only take place if there was something new to report.

The meeting ended at 20:23.

Zoe Godden

Locum Clerk

25th November 2020