



EVESHAM TOWN COUNCIL



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON MONDAY 24th OCTOBER 2022
IN THE COUNCIL CHAMBER, EVESHAM TOWN HALL AT 6.30PM

PRESENT: Councillors: Sarah Schaathun (Chairman), Robert Raphael, Mark Goodge, Andrew Dyke, Robert Hale, Nigel Deacon, Jenny Johnson and Sue Amor

OFFICERS PRESENT: Jo Adams, Town Clerk

1. To receive apologies for absence

There were none.

2. Declarations of pecuniary or other interests

There were none.

3. Minutes of the Meeting of the 3rd October 2022

It was resolved that the minutes of the meeting held on 3rd October 2022 be adopted as a true record, subject to amendment to one of the attendees listed.

Exclusion of press and public:

It was resolved to exclude the press and public due to the confidential nature of the business to be transacted, concerning items 4 – 7.

4. To receive updates on personnel matters

Cllr Schaathun reported that the clerk's appraisal was set for the 9th November; she and Cllr Goodge would carry out the appraisal. She reported that she and the clerk had interviewed Julie Sparrow for the Admin Assistant's role and she had been successful. Her start date would be the 1st November.

The Finance Officer had requested a reduction in her working hours to 30 per week.

5. To discuss revising the office opening hours

The current office opening hours were 9am – 5pm Monday to Friday. As these were the same as the current office hours of all members of the office staff, there was little opportunity for 'focus time' and every part of the working day was liable to interruption. It was suggested that councillors make appointments to see staff on each occasion.

The committee discussed closing the office on Wednesdays so that members of staff could allocate their more complex or lengthy tasks to this day. Staff members would still be on site and carrying out work as usual, but phones would be directed to the answerphone and the front door would be closed to visits. Midweek was considered suitable as Mondays could be busy with enquiries following the weekend, and Fridays were too late in the week.

The committee also discussed the option of changing the layout of the office to create a reception area if possible, and supplying screens to cut down noise transmission, where one visitor could inadvertently disturb employees who were proximate. The clerk would supply the floor plan of the office to Cllr Schaathun who would look into alternative layouts.

It was agreed to trial the closure of the office on Wednesdays for a period of three months, followed by a review.

6. To confirm an amendment to an employee's job description

During the tenure of the previous clerk, the Administrative Assistant's job title had been amended to Assistant to the Clerk under the same terms and conditions of employment as her existing contract. However this had not been documented and there was no note in her personnel file.

Cllr Schaathun proposed that the change in job title to Assistant to the Clerk be agreed under the same terms and conditions of employment as her existing contract. The proposal was seconded by Cllr Raphael and agreed, with Cllr A. Dyke objecting.

7. To discuss recruitment

i. Admin Assistant salary

It was agreed that the salary for the new Administrative Assistant role be paid at Scale 16. The increase had been offered due to market pressure.

ii. RFO / Deputy Clerk recruitment

It was agreed that a budget for £3,500 be set for engaging a recruitment agency to assist with drawing candidates from an accountancy background. It was also agreed that the role be posted with the SLCC, WM Jobs and Worcestershire CALC. Proposed Cllr Schaathun, seconded Cllr Dyke and agreed. Cllr Raphael would join the interview panel.

There being no further business the meeting closed at 8.00pm

Date of next meeting: Monday 20th February 2023

Cllr Sarah Schaathun
Chairman