



EVESHAM TOWN COUNCIL



MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON MONDAY 18TH DECEMBER 2023
IN THE COUNCIL CHAMBER, EVESHAM TOWN HALL
MEETING COMMENCED AT 7.30PM

PRESENT: Councillors: M. Goodge (Chair), A. Booth, Mrs S. Schaathun, Mrs S. Amor

OFFICERS PRESENT: Jo Adams, Town Clerk

1. Apologies for absence

Apologies had been received from Cllrs R. Raphael, P. Griffiths and Mrs C. Smith.

2. Declarations of pecuniary or other interests

Cllr Schaathun declared an interest in item 5 as she was volunteering help in the office.

3. Appointment of Vice-Chair

Cllr Goodge proposed Cllr P. Griffiths as Vice-Chair, subject to his agreement. Seconded by Cllr Schaathun and agreed.

4. 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 the remaining agenda items.

5. Update on Staffing Matters

One member of staff remained on long-term sick leave. An agency worker had been engaged to help out at the office. One member of the Almonry team had resigned from his employment.

6. Almonry Pay Review

The Almonry Manager had carried out a review and her report had been circulated with recommendations. The review included Senior Assistant and Assistant salaries and made reference to national museum salary guidelines. The review also included a revision of the Senior Assistant and Assistant job titles and job descriptions which would be rewritten to reflect more accurately the actual roles being performed, alongside new responsibilities commensurate with the proposed changes. It was resolved to accept the recommendations.

7. HR Support Contract

The council's HR support contract was due for renewal in 2024. It was agreed to take out a new contract for 5 years with Worknest.

The meeting was closed at 8.25pm.

Date of next meeting: **Tuesday 2nd April 2024**

Cllr Mark Goodge
Chairman

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