

**BOURTON-ON-THE-WATER PARISH COUNCIL**

**Minutes of Personnel Sub-Committee Meeting held at 6.00pm on 17<sup>th</sup> March 2021 via Zoom**

<u>Item Ref</u>	<u>Subject</u>	<u>Discussion Topic</u>	<u>Details</u>
<b>1</b>	<b>Present</b>	Cllrs Bob Hadley (minute taker), Lynda Hicks, Bryan Sumner, Nigel Randall & Andy Roberts (observer & exit interviewer)	
1.1	Apologies for absence	None	
<b>2</b>	<b>Declarations of interest</b>	None	
<b>3</b>	<b>Minutes of last meeting 1<sup>st</sup> March 2021</b>	Proposed by Cllr. B Hadley. Seconded by Cllr. L.Hicks All in favour	
3.1	<b>Matters arising</b>	None	
<b>4</b>	<b>Remuneration for Locum Clerk</b>	Agreed same hourly rate as previous locum appointment	Recommendation to F&GP Committee £35 per hour for up to 6hrs a week.
<b>5</b>	<b>Temporary remuneration for Assistant Clerk carrying out additional Clerk's duties</b>	Agreed additional bonus @ £375.00 per month	Recommendation to F&GP Committee and, if approved, Cllr. B Hadley to notify Dave King effective 9 <sup>th</sup> March 2021
<b>6</b>	<b>Clerk's vacancy</b>	Update on current position, closing date 24 <sup>th</sup> March 2021	3 people have shown an interest but no firm application received  Agreed if we advertise again change advert to CiLCA qualification preferred or working towards qualification. Only advertise with NALC & GAPTC
<b>7</b>	<b>Clerk's Exit Interview</b>	To receive report and any recommendations and lessons learnt	<ul style="list-style-type: none"> <li>• Full in depth induction programme required</li> <li>• Structured handover procedure required</li> <li>• Build a strong rapport with the office team</li> <li>• Reduce the number of committee meetings</li> <li>• Bi-monthly for some committee meetings</li> <li>• Chairs to minute their own meetings</li> <li>• Possibly look for additional office support to help room set up</li> <li>• Stop public arguments and disagreements</li> <li>• Don't undermine the office team and nit pick</li> <li>• Give more praise and respect to the team</li> <li>• Listen to the office team they have more experience.</li> <li>• <b>All Councillors to observe the code of contact at all times.</b></li> </ul>
<b>8</b>	<b>To Review Staffing Structure</b>	Discussion on additional office staff to support the current team	Discuss with Jo or wait until new appointment made. Suggested 1hr a day 5 days a week.
<b>9</b>	<b>Any other business</b>	<p>Pension contribution</p> <p>Joe Oliveri (Playground Inspector)</p> <p>Co-option Policy</p>	<p>Cllr A Roberts queried the Council's 8% contribution to employee's pension scheme. Cllr B Hadley to check requirements with GAPTC.</p> <p>Parish Council to send a letter to remind him of his contractual requirement to complete weekly reports and submit to the office.</p> <p>Recommendation to raise at F&amp;GP committee then full council to vote to amend policy. GAPTC advice is remove the 'Council don't have to Co Opt if applicant not considered suitable'.</p>
<b>10</b>	<b>Date of next meeting</b>	Thursday 25 <sup>th</sup> March 2021 @6pm	