

# OLNEY TOWN COUNCIL



## Minutes of the meeting of Olney Town Council

### HR Committee held on Monday 8th March 2021 at 7:00 pm on MS Teams

**Present:** Councillors Joanne Eley (Chair), Malcom Messenger, Desmond Eley, Paul Collins, Graham Harrison

**Absent:** Cllr Peter Geary

**In attendance:** Andrea Vincent (Town Clerk)

#### No statements from the public

1. **Apologies:** Cllr Peter Geary

2. **To receive declarations of Interest**

None received.

3. **Approve the minutes of the HR meeting held on 22<sup>nd</sup> September 2020**

Minutes agreed.

4. **To receive a report on adverts for as and when ground staff and a caretaker post for the Olney Centre.**

There was a round table discussion particularly around the issue of pensions.

**Resolved:** To take someone on, on a zero-hour contract making it clear that it is a contract of one year duration

5. **To review the Olney Town Council Privacy Notice**

**Resolved:** Agreed to publish

6. **Discuss a publication scheme**

*Signed: Cllr Rodden, 17 June 2021*

**Resolved:** To present to new Council

7. **To consider exclusion of Public and Press Representatives pursuant to the Public Bodies (admission to meetings) Act 1960 on the basis that publicity would be prejudicial to the public interest by the confidential nature of the business to be contracted.**

**Resolved:** to exclude both press and public

8. **To discuss complaints**

Round table discussion on how to manage responding to vexatious complaints.

**Resolved:** To investigate a policy and institute a one point of contact in particular cases.

7. **To discuss staff salary payment recording**

Cllr Collins raised concerns about the recording of payments on the system.

This has in part been addressed and will be resolved after consultation with the accountant at internal audit. Office capacity was discussed.

**Resolved:** To put to full council in April the extension of working hours for the office there is room in the current budget for this.