

OLNEY TOWN COUNCIL



Minutes of the meeting of Olney Town Council HR Committee held on Thursday 17th June 2021 at 7:00 pm

Present: Councillors Bethune, Geach, Pibworth, Rodden, Rowland, Stokes, Whitworth,

In attendance: Sarah Kennedy (Deputy Town Clerk), Cllr Brown

There were no statements from the public

HR21/001: To elect a chairperson for the Committee

Cllr Bethune proposed Cllr Rodden as Chair of the HR Committee, Cllr Rowland seconded the proposal. All in favour

Resolved: To elect Cllr Rodden as the Chair of the HR Committee

HR21/002: To receive apologies for absence

Resolved: There were no apologies for absence

HR21/003: To receive any declarations of interests

Resolved: No declarations of interest

HR21/004: Approval of minutes of HR meeting held on 8th March 2021

Resolved: the minutes were noted. Any actions outstanding from the previous minutes will need to be followed up with sufficient background information to be provided to the new HR Committee in order to resolve.

HR21/005: To review the terms of reference for the HR Committee

Cllr Geach pointed out that he could not see that the draft Terms of Reference (presented to this HR Committee to discuss) were approved at a prior council meeting and therefore the document presented by the Clerk was taken as a draft copy. The document was scrutinised, and recommended changes noted. Cllr Rowland requested that an item regarding

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wellbeing/health and safety be included. All agreed this was a good idea and the wording will be considered by the Committee.

Resolved: to amend the Terms of Reference as follows:

- 1) The Mayor will be the line manager for the Clerk. In the Mayors absence the Deputy Mayor will be the line manager for the Clerk. Proposed by Cllr Rodden and seconded by Cllr Whitworth. Cllr Geach abstained from the vote.
- 2) Cllr Stokes proposed to remove a HR Sub Committee and Cllr Pibworth seconded the vote. All in favour.

The draft with the updated changes will be reviewed by the HR Committee and a draft copy will go to full council for approval. Any changes will be reviewed in line with the Scheme of Delegation and the Staff Handbook, so all are aligned.

HR21/006: To receive a report on an advert for a caretaker post for the Olney Centre and a cleaning contractor

Resolved: Cllr Stokes proposed to authorise the Clerk/Deputy Clerk to engage agency staff to help with the caretaking/cleaning for the Olney Centre as soon as possible, until a permanent caretaker/cleaner is recruited. Cllr Geach seconded the proposal. All in favour.

Cllr Stokes proposed that once the temporary staff are in place and after the Clerk/Deputy Clerk have had sufficient time to put together a job description and analysed the number of hours they feel will be sufficient, an advert will be put out for a full-time, non-zero hours, flexible hours vacancy for a caretaker/cleaner. Cllr Rodden seconded. All in favour.

HR21/007: Discuss a publication scheme

The HR Committee discussed that this item does not sit within the remit of the HR Committee

Resolved: Cllr Bethune proposed this item go to full council. Cllr Stokes seconded the proposal. All in favour.

HR21/008: Receive report on a Standards complaint

Resolved: That this confidential item is not discussed as per advice given to the Deputy Town Clerk by MKC Deputy Monitoring Officer

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