

# OLNEY TOWN COUNCIL



## Minutes of the extraordinary meeting of Olney Town Council

HR Committee held at The Olney Centre on Thursday 8<sup>th</sup> July 2021 at 7:00 pm

**Present:** Councillors Bethune, Geach, Rodden, Rowland, Stokes, Varley, Ward

**In attendance:** Sarah Kennedy (Deputy Town Clerk)

**There were no statements from the public**

**HR21/009: To receive apologies for absence.**

**Resolved:** Cllr Pibworth had sent apologies

**HR21/010: To receive any declarations of interests.**

**Resolved:** none received

**HR21/011: Approval of minutes of HR meeting held on 17th June 2021.**

**Resolved:** received and approved

**HR21/012: A review of the minutes from the EGM and decisions for HR Committee**

A discussion was held regarding the decisions of the EGM

The remuneration of the Deputy Clerk to take account of her increased responsibilities owing to the resignation of the Clerk was discussed. It was proposed by Cllr Geach that the Deputy Clerk has a temporary increase in salary commensurate with the salary of the current Clerk.

Second Cllr Stokes, unanimous

**Resolved:** That the salary of the Deputy Clerk be temporarily raised to the same level as the salary of the current Clerk (SCP 28) from 12<sup>th</sup> July 2021.

A discussion on whether and how to recompense the Deputy Clerk for the extra work undertaken over the last 12 months was held.

Proposed by Cllr Geach that the Deputy Clerk should receive recompense for the extra hours worked and extra responsibilities accrued since the outbreak of the pandemic

Seconded Cllr Rowland, Unanimous

**Resolved:** That the Deputy Clerk receive an ex-gratia payment to take account of the extra workload and level of responsibilities accrued from March 2020 to date. Cllrs Geach and Bethune to assess the amount to be recommended to Council taking account of the hours worked by the Deputy Clerk and in discussion with her.

**Signed:** Cllr C Rodden 5<sup>th</sup> August 2021 1

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## **HR21/013: A review of the recruitment Gantt Chart**

Cllr Rodden explained the recruitment Gantt chart to the Committee.

**Resolved:** noted

## **HR21/014: Update on vacancy recruitment - Temporary Administrative Assistant recruited and Agency Caretaker/Cleaner update**

Agency Admin role in place

Temporary Cleaner / Caretaker in place and working well

Cllr Ward offered to voluntarily assist on any caretaker function of admin of bookings

Cllrs Ward and Bethune to liaise with Deputy Town Clerk over hours needed for caretaking

**Resolved:** noted

## **HR21/015: Town Clerk advert - Temporary Town Clerk recruitment and Permanent Town Clerk recruitment depending on Council decision**

There was a discussion over the means of advertising the role

**Resolved:** Use SLCC Gold advertising service for two weeks run

**Action:** Cllr Rowland to pass to SLCC

## **HR21/016: Evaluate the Recruitment pack, Interview Panel members, Questions and/or Presentation**

Discussion on recruitment process and members of the interview panel

**Resolved:** that the Deputy Clerk & Cllr Geach will collate and suggest questions with input from Cllr Stokes and that the interview panel comprises of Cllr Rodden, Cllr Geach, Deputy Clerk plus one other member of the HR Committee

## **HR21/017: Job description potential further job evaluation depending on any changes**

**Resolved:** That there will be consultation with BALC. It was further **resolved** that Cllr Stokes will benchmark with like Councils (a list of comparative councils has been advised by Kay Petit, MKC)

## **HR21/018: Grievance update**

**Resolved:** It was concluded that this was confidential and could not be discussed at this time

**Signed:** Cllr C Rodden 5<sup>th</sup> August 2021 2