

OLNEY TOWN COUNCIL



Minutes of the meeting of Olney Town Council

HR Committee held at The Olney Centre on Thursday 5th August 2021 at 7:00 pm

Present: Councillors Bethune, Geach, Rodden (Chair), Stokes, Varley

In attendance: minutes by Cllr Bethune

There were no statements from the public

HR21/019 To receive apologies for absence.

Resolved: Cllrs' Rowland, Ward and Pibworth sent apologies

HR21/020 To receive any declarations of interests.

Resolved: none received

HR21/021 Approval of minutes of HR meeting held on 8 July 2021

Resolved: unanimously approved subject to adding 'Cllr Bethune & Cllr Ward to liaise with Deputy over hours needed and working process (use of Councillor key holders) for caretaking

HR21/022 A review of the Recruitment Gantt Chart

Resolved: Cllr Rodden to update as and when, and recirculate.

HR21/023 Update on the Town Clerk (TC) vacant role and recruitment process including holiday etc. temporary cover where required (SLCC)

The temporary Town Clerk advert has closed, and candidate applicant CVs need to be reviewed by the HR Committee. Deputy is acting up to some elements of the Town Clerk role and we need to ascertain what work still needs to be covered during holiday etc. for temporary cover where required.

There had been 3 applications for the temporary post. As well as advertising the post Cllr Rodden has approached Hays and Reed recruiters as well as SLCC to see if they had any suitable applications for the temporary Town Clerk opportunity. SLCC may have someone experienced available from September for 2 days a week and are speaking with the candidate on charge rates.

OLNEY TOWN COUNCIL



The permanent Town Clerk advert is to be widely distributed on various media including using the SLCC Gold list.

All candidates who have expressed an interest in the permanent Town Clerk post will be sent an update on the changes to recruitment timing. Cllr Rodden discussed the candidate pack to be sent on request to include the Olney Neighbourhood Plan (ONP), Section 106 monies breakdown etc.

Resolved: to discuss with the Deputy Town Clerk the possibility of using the SLCC candidates and temporary Town Clerk candidates that have applied as part of the HR panel review of Temporary Town Clerk CV candidates process

HR21/024 Update on any feedback from BALC on DTC and TC JD's / Evaluation

Resolved: Cllr Rodden will continue to try and get feedback from BALC and approach SLCC as well.

HR21/025 Update on regional pay benchmarking work for TC

Job descriptions for the Town Clerk and Deputy Town Clerk have been sent to BALC for evaluation/pay benchmarking work as there have been suggestions that the Town Clerk pay grade may be too low. SLCC are in conversations with Cllr Rodden and have suggested they could evaluate all OTC staff posts over 3 days at circa £1000 (£350 per day involving reviewing the job description, content, interviews with post holders, interviews with some Councillors, salary benchmarking and a final report with recommendations).

The Committee debated whether OTC should evaluate all staff posts at this time or just the office staff. If the job evaluation NALC pay framework grades the Council has in place were still deemed too low to secure a Town Clerk CILCA qualified candidate, should OTC pay a market supplement on top of the pay grade for an exceptionally qualified candidate? Cllr Rodden advised evaluating all posts.

The Town Clerk pay grading may be lower than other Town Councils (ascertained after the work that Cllr Stoke and Cllr Rowland have been doing contacting local councils to Olney as part of a pay benchmarking process). Several local councils have been contacted, but there has been limited response to date. This work continues.

Resolved: to evaluate office staff by 20 August after passing job descriptions to Deputy Town Clerk first before sending to SSLC to evaluate.

OLNEY TOWN COUNCIL



HR21/026 Update on Cleaner and Caretaker vacancy/s work

Cleaning work is currently contracted and working well.

Resolved: Cllr Ward & Cllr Bethune to talk with Deputy over time frame and advert for advertising the caretaker opportunity as the Olney Centre opens as Covid19 lockdown restrictions are reduced. Cllr Bethune will update the advert and circulate for comment.

HR21/027 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: that no exclusion would take place

HR21/028 Review of all staff contracts as part of new Councillors knowledge transfer

Resolved: Cllrs Rodden, Stokes and Geach to review all staff contracts to make sure they are up to date and consistent this will include a review of the current zero hours contract and to commit to x or y hours a month with flexibility. All staff contracts will be placed in a Councillor safe in the office.

HR21/029 Update on grievance

Cllr Rodden discussed the draft letter that he had written and circulated to the HR Committee. Cllr Rodden was seeking approval to discuss the letter contents with OTCs external HR advisors (contracted). Cllr Geach confirmed that the paid contracted hours within the contract had been exhausted and additional HR advice would be charged.

Resolved: Cllr Rodden to circulate an updated grievance letter response to the HR Committee for onward sending to the previous Clerk. OTC had worked to resolve the grievance requesting additional details of this staff grievance and it was felt the grievance was now closed. Cllr Rodden to write closing the grievance as no further information had been forthcoming