

# OLNEY TOWN COUNCIL



## Minutes of the meeting of Olney Town Council

**HR Committee held at The Olney Centre on Thursday 16th September 2021 at 7:00 pm**

**Present:** Councillors' Rodden (Chair), Bethune, Geach, Rowland, Varley, Ward

**In attendance:** Sarah Kennedy (Deputy Town Clerk), 1 member of the public

### **HR21/034 To receive apologies for absence**

**Resolved:** apologies received from Cllr Stokes

### **HR21/035 To receive any declarations of interests.**

**Resolved:** none declared

### **HR21/036 Approval of minutes of HR meeting held on 5<sup>th</sup> August and the extraordinary meeting of HR on 14<sup>th</sup> September 2021**

**Resolved:** that the minutes of 5<sup>th</sup> August are approved as a true and correct record once pending item HR21/029 has been actioned by Cllr Rodden. Cllr Rodden stated that he would send a letter the next day.

It was also resolved that the draft minutes from 14<sup>th</sup> September were not yet ready for distribution and that they would be on the next HR meeting agenda for approval.

Cllr Bethune proposed to approve once minor amendments had been made. Cllr Geach seconded. All agreed.

### **HR21/037 Update on the Town Clerk recruitment**

Citing Standing Order, number 10 'Motions at a meeting that do not require written notice', the Acting Town Clerk advised that this item should be moved to the end of the meeting to respect the confidential nature of this item and to allow for a thorough discussion to take place.

**Resolved:** to move this item to the end of the meeting after an exclusion of public and press motion be voted upon by the HR Committee

### **HR21/038 Update on the Caretaker recruitment**

Cllr Ward mentioned the need to consider holiday/sick cover for the Caretaker role.

**Resolved:** after a successful interview, the Caretaker commences employment on 29<sup>th</sup> September

### **HR21/039 An update on the audit review of staff files**

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**Resolved:** to be discussed at a future HR Committee meeting once the audit has been completed

## **HR21/040 A review of the Complaints Policy**

The HR Committee discussed that the version adopted 26<sup>th</sup> March 2018 was the current policy and no one was aware of any changes to the document.

**Resolved:** Cllr Rodden proposed that the Complaints Policy version adopted 26<sup>th</sup> March 2018 continue to be used with no amendments. It was noted that the policy will be reviewed next year in case of new legislation. Cllr Geach seconded. All in favour.

## **HR21/041 HR Action Log**

Cllr Rodden mentioned that he hadn't bought along an example to show the Committee but explained that he wanted to put an action log together so that everyone is held accountable for outstanding actions.

Cllr Geach was concerned that by creating an action log we would be duplicating minutes. He also flagged confidentiality of items discussed being logged and that these items would have to show minimal details as the document would be in the public domain.

**Resolved:** Cllr Rodden proposed to create an action log that tracks successes and actions from the HR meetings with due regards to sensitive items. Cllr Geach seconded. All were in favour.

## **HR21/042 To receive an update on the staff budget projection for FY ending March 2022**

As Cllr Ward had not been present at the extraordinary meeting earlier in the week, it was agreed that she would need to know more information that what was originally planned to be discussed at this agenda item.

**Resolved:** Cllr Rodden explained that in order for this item to be discussed in full and due to the sensitive nature of some elements relating to this item, that this item, along with an earlier agenda item, be subject to the exclusion of press and public. The motion of which is to follow next on the agenda (as per Standing Order 10).

## **HR21/043 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.**

Using Standing Order number 10, Cllr Rodden proposed the motion to exclude Press and Public, Cllr Bethune seconded. Cllr Pibworth voted against the proposal all other Cllrs were in favour. The motion was carried.

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**Resolved:** that public and press be excluded from the remainder of the meeting. After some discussion one member of the public left the meeting.

## **HR21/037 Update on the Town Clerk recruitment**

A detailed analysis of the HR Recruitment process for the Town Clerk was outlined to the whole of the HR Committee by members of the interview panel.

Written reports to be submitted to HR Chair with feedback on each candidate from individual members of the interview panel.

**Resolved:** that none of the interviewed candidates after a paper sift, interview (including a presentation) and a scoring chart were deemed suitable for the Town Clerk role. Cllr Varley proposed the motion and Cllr Pibworth seconded. All in favour.

It was further proposed by Cllr Pibworth that the Deputy Town Clerk considers the role of Town Clerk seconded by Cllr Ward. All in favour apart from Cllr Rowland who abstained.

## **HR21/042 To receive an update on the staff budget projection for FY ending March 2022**

A brief update for the purpose of those Cllrs that were not present at the previous HR meeting followed and an update on the budget for YE21/22 followed.

**Resolved:** noted

**Meeting ended at: 20.09hrs**