



# BANWELL PARISH COUNCIL

## MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 3<sup>rd</sup> MARCH 2025

**Present:** Cllrs Paul Blatchford (Chairman), Simon Arlidge, Mike Bailey and Paul Harding.

**In attendance:** Liz Shayler (Clerk)

**01/25 To receive and accept apologies for absence (agenda item 1).**

Apologies were received from Cllr Nina Thain.

**02/25 To receive members' declarations of interest on any agenda item (agenda item 2)**

No member's declarations of interest were received.

**03/25 To approve as a correct record the minutes of the meeting of the Employment Committee held on the 2<sup>nd</sup> and 9<sup>th</sup> of September 2024 (agenda item 3).**

**Resolved** – That the minutes be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous).**

The minutes of the two meetings were signed by the Chairman as a correct record.

**04/25 Exclusion of the press and public. (The Committee is recommended to resolve that members of the press and public be excluded from the meeting during consideration of agenda item 5 - 8 by reason of the confidential nature of the item of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (agenda item 4).**

**Resolved** – That the press and public be excluded from the meeting.

**The resolution was correctly proposed and seconded (unanimous).**

**05/25 To note the Communication Officer six-monthly appraisal targets (agenda item 5).**

The Communication Officers six-monthly appraisal targets were noted.

**06/25 To note the Environment and Biodiversity Officer's six-monthly appraisal targets (agenda item 6).**

The Environment and Biodiversity Officer's six-monthly appraisal targets were noted.

**07/25 To discuss the end of the Environment and Biodiversity Officer's 6-month probation (agenda item 7).**

**Resolved** – To agree the end of Environment and Biodiversity Officers probation.

**The resolution was correctly proposed and seconded (unanimous).**

**08/25 To undertake the Clerk's six-monthly appraisal and agree any targets (agenda item 8).**

The Clerks six monthly appraisal was undertaken, and appraisal targets agreed. HR training was suggested for Cllr Bailey and the Clerk.

**09/25 To reassess the need for additional workforce capability and discuss increasing Officer hours (agenda item 9).**

**Resolved:** To increase the Environment and Biodiversity Officers core hours from 6 to 8 hours a week. With an additional 2 hours a week for grant funding purposes.

**The resolution was correctly proposed and seconded (unanimous).**

The workforce capability to be reviewed in September 2025 for the 2026/27 budget.

**10/25 To undertake the annual salary review (agenda item 10).**

The annual salary review was undertaken.

**Resolved:** that all salaries remain the same and be reassessed in September 2025 for the 2026/27 budget

**The resolution was correctly proposed and seconded (unanimous).**

**11/25 To agree the date of the next meeting (agenda item 11)**

1<sup>st</sup> of September 2025 at Banwell Youth & Community Centre

The Chairman closed the meeting at 8pm

.....Chairman

.....Date



## **Employment Committee Terms of Reference**

### **Membership**

The Chairman or Vice-Chairman and four other members of the Parish Council.

### **Quorum**

Three members of the Committee.

### **Authority and Scope**

The Committee is authorised to act on behalf of the Parish Council in matters relating to routine employment issues, including staff appraisals, training arrangements, and compliance with employment law and council policies. Matters involving budgetary changes or formal policy amendments must be referred to Full Council for resolution.

### **Terms of Reference**

The Employment Committee shall:

- Oversee the recruitment, retention, and development of staff to support council work.
- Determine pay, terms, and conditions of employment in line with relevant legislation, national guidance, and best practice.
- Draft, review and update employment contracts, job descriptions and person specifications.
- Periodically assess staffing levels and workloads to ensure efficient operation of the Council
- Ensure staff wellbeing by providing appropriate workspaces, equipment, and training, and by safeguarding health and safety in accordance with legal obligations.
- Act as a panel for recruitment, grievance, disciplinary, and capability matters, in accordance with the Council's HR policies.
- Conduct regular staff appraisals and recommend development plans as appropriate.
- Ensure all decisions and discussions relating to staff are handled in strict confidence and in accordance with the Council's confidentiality policy.
- Meetings of the Employment Committee will be held in person. Hybrid or remote attendance will not currently be permitted.

### **Compliance**

The Committee will operate in accordance with relevant employment legislation, the Council's Standing Orders and policies, and current ACAS guidance.