



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD REMOTELY AT 7P.M. ON MONDAY 28TH SEPTEMBER 2020

Present: Cllrs Paul Blatchford, Karen Bennett, Paul Harding & John Wormald

In attendance: Liz Shayler (Clerk).

10/20 To receive and accept apologies for absence (agenda item 1).

Cllr Bennet apologised that she would be late to the meeting.

11/20 To appoint a Chairman of the Employment Committee for 2020-21 (agenda Item 2)

Resolved – To appoint Cllr Harding as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

12/20 To appoint a Vice Chairman of the Employment Committee for 2020-21 (agenda item 3)

Resolved – To appoint Cllr Wormald as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

13/20 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

14/20 To approve as a correct record the Employment Committee meeting minutes from the 28th March 2017 (agenda item 5).

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

The resolution was correctly proposed and seconded (unanimous, 1 abstention due to absence).

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

Cllr Bennett joined the meeting

15/20 To agree hiring a Communications & Marketing Officer instead of an Administrative Assistant (agenda item 6).

Resolved – To agree hiring a Communications & Marketing Officer instead of an Administrative Assistant with the addition of grant funding to the title

The resolution was correctly proposed and seconded (Unanimous)

16/20 To agree an application pack including job description, person specification & application form (agenda item 7).

Resolved – To agree the application pack including job description, person specification & application form with a change to the dominance of grant funding and editing additions.

The resolution was correctly proposed and seconded (Unanimous)

17/20 To agree the timetable for the hiring of a new officer (agenda item 8).

Resolved – to agree the timetable for hiring a new officer with movement of one week into the future.

The resolution was correctly proposed and seconded (Unanimous)

18/20 To note the increase to the Clerks Salary from the National Joint Council (agenda item 9)

To note the increase to the Clerks Salary from the National Joint Council as it had already been agreed in March.

19/20 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 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 10)

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

The resolution was correctly proposed and seconded (Unanimous)

20/20 To undertake the Clerk's probationary appraisal (agenda item 11)

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the speed and efficiency with which she developed a network of volunteers to look after the needs of vulnerable parishioners and in helping set up the village Food Bank.

The Chairman undertook the appraisal which resulted in a satisfactory outcome, identifying key work targets see attached.

21/20 To agree the date of the next meeting (agenda item 12)

Week beginning 2nd November for shortlisting purposes
16th November for interviews
March 2020 for the next six-monthly appraisal

BANWELL PARISH COUNCIL

ACTION PLAN FOR September 2020 to March 2021

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 28th September 2020

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Harding

1. KEY WORK TARGETS FOR NEXT YEAR

To continue to meet the challenges of Covid – 19
To investigate sustainability measures for the Youth & Community centre

2. NEW RESPONSIBILITIES (if any)

To oversee the recruitment of the Communications, Marketing & Grant Funding Officer
Mentor new Officer

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

HR
First Aid Training
Fire Marshall Training

OBJECTIVE(S)

To ensure the smooth hiring of a new officer
To meet H & S objectives on Risk Assessment
To meet H & S objectives on Risk Assessment

REVIEW DATE: March 2020

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.