



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD REMOTELY AT 8:30pm ON MONDAY 15th MARCH 2021

Present: Cllrs Phil Baird, Paul Blatchford & Paul Harding

In attendance: Liz Shayler (Clerk).

01/21 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

02/21 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

03/21 To approve as a correct record the Employment Committee meeting minutes from the 28th September 2020 (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 meeting will be signed by the Chairman as a correct record.

04/20 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 4)

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

The resolution was correctly proposed and seconded (Unanimous)

05/20 To undertake the Clerk's six-monthly appraisal (agenda item 5)

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 vaccination clinics and various initiatives supporting vulnerable families in the Parish.

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

06/20 To undertake the annual review of the Clerks Salary including a spinal point increase (agenda item 6).

The Committee discussed how the Clerk's role has grown and would be looking at whether LC2 mid-range (as per the Clerks contract) is still applicable. They also discussed the Clerks unused holiday entitlement.

Resolved – To agree an annual spinal point increase to LCP point scale 29.

The resolution was correctly proposed and seconded (Unanimous)

07/20 To note the Communications, Marketing and Grant Funding Officer's first appraisal and approve the end of the probation period (agenda item 7).

The Communications, Marketing and Grant Funding Officer's first appraisal was noted.

Resolved – To approve the end of the Communications, Marketing and Grant Funding Officer's probation period.

The resolution was correctly proposed and seconded (Unanimous)

08/20 To discuss increasing the Communications, Marketing and Grants Officer hours (agenda item 8)

Given the funding from North Somerset then the Committee were informed that this could be used for Officer time.

Resolved – To increase the Communications, Marketing and Grant Funding Officer's hours per week from eight to ten for the next year. To be reviewed in September 2021.

The resolution was correctly proposed and seconded (Unanimous)

09/20 To agree the date of the next meeting (agenda item 9)

6th September 2021

The Chairman closed the meeting at 21:20

.....Chairman

.....Date

BANWELL PARISH COUNCIL

ACTION PLAN FOR CLERK March 2021 to September 2021

NAME: Liz Shayler

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

DATE OF INTERVIEW: 15th March 2021

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 the feasibility of energy generation at the Youth & Community Centre (YCC)
To continue to support the continued profession development of the Communications, Marketing & Grant Funding Officer

2. NEW RESPONSIBILITIES (if any)

3. ADDITIONAL ACTION POINTS (if any)

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training	To meet H & S objectives on risk assessment.
Fire Marshall Training	To meet H & S objectives on risk assessment.
Covid Events Risk Assessment	To support key work target in relation to covid.
Cyber Awareness Course	To help protect the Parish Council from cyber-attacks.

REVIEW DATE: September 2021

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.