

OLNEY TOWN COUNCIL



Minutes of the meeting of Olney Town Council

HR Committee held on Monday 20th July 2020 at 7:30 pm on MS Teams

Present: Councillors Joanne Eley, Malcom Messenger, Desmond Eley, Paul Collins, Graham Harrison (intermittent connection) and Cllr Pezaro, Cllr Peter Geary

In attendance: Andrea Vincent (Town Clerk)

1. Apologies

None received.

2. To receive any declarations of interests.

None received.

3. Approve the minutes of the meeting held on 16th March 2020

Minutes agreed.

4. Outcome of recruitment for the full time Groundsman post

The Town Clerk reported that, and appointment has been made and the Council will be pleased to welcome the new member of staff on 4th August 2020. It was noted that there was a good and competitive response to the vacancy.

5. Update on the recruitment of the toilet/cleaning contract and the Caretaker job role

The Town Clerk reported that the agreement to advertise for an employed Caretaker with ad hoc cleaning duties (i.e. between rentals). To tender out a contract for cleaning (the Olney Centre regular deep clean and cover for the Caretaker A/L etc) was still in place. However, the cleaning of the toilets has been dealt with in the short term. Discussion re the preparation for opening the Olney Centre

Resolved: To advertise the Caretaker role as soon as possible. To ensure the Covid –19 clear the Olney Centre

6. Update on the new staff handbook

Signed: *Cllr J Eley, 14th September 2020*

The town clerk informed the meeting that the office needs to ensure the draft Acas compliant handbook is also Green Book compliant

7. Update on HR support costs to date 2019 – 2020 and to July 2020

The town clerk reported on the costs to date.

MKC HR Support	£3600
Legal Support	£524.40
Occupational Health Jan/Feb/May/	£832.80
Outside retainer support	£5730.91
Retainer £240 a month	£1680
Breathe - Annual	£97.20
Employee /Staff Handbook	£995

8. 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: to exclude both press and public

9. To receive a report from the Town Clerk requesting the reinstatement of the salary grade for the Head Groundsman post.

The town clerk reported that the post holder of Head Groundsman is not remunerated as others were in line with the Job evaluation carried out by the Council some years ago. The post holder is working in the role, taking on the responsibilities that go with it. There is clearly some history around this but in order to act in an equitable manner as an employer I recommend that the role is graded at New Spinal point 25 £28,785

Resolved: Agreed

10. To consider a request for an exceptional extra day of annual leave for the head groundsman in recognition of the extra work done to clear the rec grounds.

The head groundsman was congratulated on his work over and above the requirements.

Resolved: Agreed

11. Update on remaining HR issues related to individual team members.

A verbal report was received and noted.

Signed: *Clr J Eley, 14th September 2020*