

**Minutes of the meeting of Olney Town Council Personnel Committee**  
**Held on Monday 05 June 2017**  
**at the Olney Centre**

**Present:** Councillors Heléna Newbold, Deirdre Bethune, Jeremy Rawlings, Rosemary Osbourne MBE, Colin Rodden.

**1. To receive apologies for absence.**

None received.

**2. To receive any declarations of interests.**

**RESOLVED:** None declared

**3. 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 transacted**

**RESOLVED:** To exclude the public on the grounds of the confidential matters to be discussed.

**4. To consider a report from the interview panel and consider making any recommendations to full council**

The committee received a report from the interview panel for the position of Deputy Town Clerk.

**RESOLVED:** to recommend to council the appointment of the candidate interviewed.

**Minutes of the meeting of Olney Town Council Personnel  
Committee**

**Held on Monday 22 May 2017**

**at the Olney Centre**

**Present:** Councillors Heléna Newbold, Deirdre Bethune, Rosemary Osbourne MBE

**1. To elect a chairman of the committee**

**RESOLVED:** To elect Heléna Newbold as chairman of the committee

**2. To receive apologies for absence.**

Apologies received from Jeremy Rawlings and Colin Rodden.

**3. To receive any declarations of interests.**

**RESOLVED:** None declared

**4. To approve the minutes of the meeting held on 02 March 2017**

**RESOLVED:** To approve the minutes of the meeting held on 02 March 2017

**5. 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 transacted**

**RESOLVED:** To exclude the public on the grounds of the confidential matters to be discussed.

6. To approve the confidential minutes of the meeting held on 02 March 2017

**RESOLVED:** to approve the confidential minutes of the meeting held on 02 March 2017

**7. Note the resignation of the Deputy Clerk and agree recruitment process.  
Handbook**

The committee discussed the resignation of the Deputy Town Clerk and the process for recruiting the replacement, including the review of the CV of one candidate.

**RESOLVED:**

- To arrange an interview with the candidate for Tuesday 30 May at 18:00.
- Job Description to be amended as discussed.

**Minutes of the meeting of Olney Town Council Personnel Committee**  
**Held on Monday 02 March 2017**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Deirdre Bethune, Tony Evans, Heléna Newbold, Rosemary Osbourne MBE, Colin Rodden

**1. To elect a chairman of the committee**

**RESOLVED:** To elect Heléna Newbold as chairman of the committee

**2. To receive apologies for absence.**

All members of the committee were present.

**3. To receive any declarations of interests.**

**RESOLVED:** None declared

**4. To approve the minutes of the meeting held on 24 October 2016**

**RESOLVED:** To approve the minutes of the meeting held on 24 October 2016

**5. 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 transacted**

**RESOLVED:** To excluded the public on the grounds of the confidential matters to be discussed.

**6. To approve the confidential minutes of the meeting held on 24 October 2016**

**RESOLVED:** to approve the confidential minutes of the meeting held on 24 October 2016

**7. Refresh of staff handbook**

**RESOLVED:** to arrange a meeting with MKC HR consultant to discuss the review, what will be involved, and how much it will cost.

**8. Staff appraisals**

**RESOLVED:** The decisions are as set out in the confidential minutes.

**9. Salary review**

**RESOLVED:** The decisions are as set out in the confidential minutes.

**Minutes of the meeting of Olney Town Council Personnel  
Committee**

**Held on Monday 24 October 2016**

**at the Olney Centre**

**Present:** Councillors Ron Bull, Deirdre Bethune, Tony Evans, Jeremy Rawlings,  
Rosemary Osbourne MBE

**1. Apologies for absence**

None.

**2. Declarations of interests on items on the agenda**

None.

**3. 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 transacted**

**RESOLVED:** To exclude the public on the grounds of the confidential information to be discussed.

**4. To approve the confidential minutes of the meeting held on 18 July 2016**

**RESOLVED:** That the minutes of the meeting held on 18 July 2016 be approved.

**5. Living Wage and salary review**

The committee considered a proposal, which originally came from the Living Wage Foundation, to ensure that all staff receive at least the Living Wage as

calculated annually by the Resolution Foundation and overseen by the Living Wage Commission. The rate for 2016 is £8.25 per hour, which is not to be confused with the Government's National Living Wage rate of £7.20 per hour.

The committee also considered a request from a member of the ground staff for a pay rise, as he felt that he was not being paid the market rate.

The chairman circulated a spreadsheet with three options for the committee to consider.

**RESOLVED:**

- To recommend that [REDACTED] be paid at SCP 13; and
- All a review be carried out of all other staff, rather than a piecemeal approach.

**6. Groundstaff hours**

The committee considered a proposal from the Recs and Services Ctte that [REDACTED] be employed for 12 months of the year as opposed to the current 10 months. The cost to the council would be approx. £2.4K per year.

**RESOLVED:** To recommend that [REDACTED] be employed for 12 months per year.



**Minutes of the meeting of Olney Town Council Personnel Committee  
Held on Monday 18 July 2016  
at the Olney Centre**

**Present:** Councillors Ron Bull, John Boardman, Stephen Clark, Deirdre Bethune, Rosemary Osbourne MBE

Minutes taken by Cllr Ron Bull

**1. Apologies for absence**

None.

**2. Declarations of interests on items on the agenda**

None.

**3. To approve the minutes of the meeting held on 12 January 2016**

**RESOLVED:** That the minutes of the meeting held on 12 January 2016 be approved.

**4. 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 transacted**

**RESOLVED:** To exclude the public on the grounds of the confidential information to be discussed.

**5. To approve the confidential minutes of the meeting held on 22 January 2015**

**RESOLVED:** That the confidential minutes of the meeting held on 22 January 2015 be approved.

## 6. Assistant Town Clerk Vacancy

### a. Shortlisting and interviews

**RESOLVED:** Resolved that office would copy the applications on the deadline of 15th January ready to be collected by committee members on Monday 18th January. LC to bring SC's copy to Finance Committee that evening. Shortlisting would be on Thursday 24th January at 7.30 if numbers warranted it otherwise by mutual agreement given circumstances. Committee members would all be involved and would use their own criteria and judgement to give a diverse feel to the responses.

### b. Interviews

**RESOLVED:** that these would be on Thursday 28th January at times to be decided according to the responses from candidates. The most favourable time would be early afternoon but there would be flexibility and could be Friday 29th if necessary.

### c. Policy on scales of remuneration

**RESOLVED:** that SCP 18 would be offered to a good clerical assistant with SCP 21 being offered to a person with good relevant experience. SCP 19 and 20 offered to those with some experience.

## 7. Appraisals

**RESOLVED:** that appraisals should be in March although it was suggested that in future years there was some benefit in appraisals being in January so that any pay increases could be incorporated in the Budget forecast.

RB + another to conduct appraisal of [REDACTED]

LC to conduct appraisal of [REDACTED] but in consultation with [REDACTED]  
[REDACTED]. Any pay rise to be suggested by RB after consultation with Personnel Committee and then put to Town Council as a recommendation from the committee. RB would then implement it through the office after it has to be approved by full council.

LC to appraise new assistant after 3 months in office at end of probationary period.

LC to appraise all other staff with help from PC if needed.

The PC would be consulted in all aspects of appraisals (as they were last year.)

**8. Pay rises if any**

**RESOLVED:** that pay rises for those on SCPs would be in line with nationally agreed increases. Those not on SCPs would receive the same % pay rise as agreed nationally (probably 1%)

**9. Budget for 2016/2017**

**RESOLVED:** that PC would accept the figures provided by LC with the exception of "Training" which would be increased to £2000 to allow training for new member of staff

CONFIDENTIAL

**Confidential Minutes of the meeting of the Personnel Committee  
held on Monday 22 January 2015 at 7.30 pm  
at the Olney Centre**

**Present:** Councillors Ron Bull (Chairman); Rosemary Osbourne MBE; Tony Evans, Deirdre Bethune, Colin Rodden

**In attendance:** Liam Costello (Town Clerk)

**1. To receive apologies for absence.**

Apologies were received from Cllrs Steve Clark and Jeremy Rawlings.

**2. To receive any declarations of interests.**

None received

**3. To approve the minutes of the meeting of the personnel committee held on 17 November 2014**

**RESOLVED:** that the minutes of the meeting held on 17 November 2014 be agreed and signed by the chairman as a correct record

**4. 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 transacted**

**RESOLVED:** That the Public and Press be excluded from the remainder of the meeting on the basis that publicity would be prejudicial to the public interests by the confidential nature of the business to be transacted

**5. To approve the confidential minutes of the meeting held on 17 June 2014**

**RESOLVED:** that the confidential minutes of the meeting held on 17 November 2014 be approved and signed by the chairman as a correct record

## 6. Head Groundsperson post

### a. Nature of the post (Do we need a Head Groundsperson?)

The committee discussed the nature of the post and the job description, and in particular, the suggestion that the council take the opportunity to incorporate the market place toilet duties into the job description.

**RESOLVED:** That the post be Head Groundsperson who will act as the lead for the groundstaff team, and not to incorporate the market place toilet duties into the job description.

Cllr Rodden asked that it be recorded that he objects to the toilet duties not being combined with the role at this opportunity.

### b. Salary - Do we use the opportunity to put the new appointee on SCP?

**RESOLVED:** That the post be linked to the NJC Pay Scale and the range be SCP 19 – 22

### c. Timescale for advertising, shortlisting, interview, appointment

**RESOLVED:** That the following timescales to be set:

20 February Applications returned

20 February Shortlisting

06 March Interviews

20 April Start date (target)

### d. Advertising policy. Cost / visibility?

**RESOLVED:** that the advert be placed in this month's Phonebox magazine. Additional places for the advert will be noticeboards, website, Job Centre and Olney Facebook group.

**Confidential minutes of the meeting of the Personnel Committee  
held on Monday 17 November 2014 at 7.30 pm  
at the Olney Centre**

**Present:** Councillors Ron Bull (Chairman); Rosemary Osbourne MBE; Tony Evans, Deirdre Bethune, Steve Clark, Colin Rodden

**In attendance:** Liam Costello (Town Clerk)

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 transacted**

**RESOLVED:** That the Public and Press be excluded from the remainder of the meeting on the basis that publicity would be prejudicial to the public interests by the confidential nature of the business to be transacted

9. **To approve the confidential minutes of the meeting held on 17 June 2014**

**RESOLVED:** that the confidential minutes of the meeting held on 17 June 2014 be approved and signed by the chairman as a correct record

10. **[REDACTED] – present situation and future**

The committee considered the request from [REDACTED] to reduce his hours next year, and the implications for the delivery of the services by the organisation.

**RESOLVED:** the committee are not in a position to make any decisions until further information is received about the intentions of [REDACTED], and that Cllr Bull has further discussions with [REDACTED] in January and if necessary convene another meeting of the personnel committee

11. **Salaries of staff from April 2015.**

The committee received a copy of the recently announced National Joint Council for Local Government Services agreement on the Payscales & Allowances for 2014-16. The agreement covers 2 years and comes into effect from 01 January 2015.

The committee noted that the town council had implemented a 1% increase from 01 April 2014.

**RESOLVED:**

- to increase the salaries of those employees whose pay is linked to scale points in line with the agreement from 01 January 2015;
- to increase those not on scale points by 1.2%, effective from 01 January 2015, recognising that 1% has already been awarded on 01 April 2014;
- To seek further information about the non-consolidated payments and circulate information to members of the committee.

**12. Budget for 2015**

**RESOLVED:** That the financial implications of the pay rise be calculated and forwarded to the finance committee for inclusion in the budget for 2015/16

CONFIDENTIAL