

**Minutes of the meeting of Olney Town Council HR Committee**  
**Held on Monday 05 November 2018**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Deirdre Bethune, Joanne Eley, Tony Evans, Peter Geary, Graham Harrison, Colin Rodden,

**Also present:** Liam Costello (Town Clerk)

Colin Rodden proposed that the Town Clerk should not be present for the meeting. Following debate, the committee decided that the Town Clerk should remain, but should leave if discussions related to his post.

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

None.

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

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 press and public on the grounds of the confidential business to be transacted.

**4. Update on job evaluations**

The chairman reminded members of the process so far. Job descriptions had been agreed, evaluations carried out against JD's, evaluations been through moderation. Peter Geary reminded members that they asked for the Clerk and Deputy Clerk to be evaluated against both the MKC system and the NALC system.

Town Clerk reported to members about the advice from Ayesha Shokar regarding the [REDACTED] position. The advice was that informal consultation with the employee along the lines of review of job descriptions has taken place as part

of the job evaluation process, and this is the proposed JD and pay banding going forward. Committee asked for Ayesha Shokar to attend next meeting to discuss.

Committee asked that Paul Collins be asked to attend the next meeting, as chairman of Finance Ctte to assist in putting together a pay paper for submission to council.

Committee then went through the recommended pay structure and approved the following pay points:

Caretaker / Cleaner SCP 14

Groundsmen SCP 22

[REDACTED]

Groundsman SCP 23

[REDACTED]

Deputy Town Clerk Not agreed. Recommendation considered to be too low

[REDACTED]

The Town Clerk left the meeting at this point

Town Clerk

[REDACTED]

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**Minutes of the meeting of Olney Town Council HR Committee**  
**Held on Monday 15 October 2018**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Peter Geary, Deirdre Bethune, Tony Evans, Colin Rodden, Joanne Eley

**Also present:** Liam Costello (Town Clerk)

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

Apologies were received from Graham Harrison

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

The Town Clerk declared an interest in item 9

Peter Geary stated that he may have a personal interest in item 9 which he would declare at the time if appropriate

**3. Approval of minutes of HR meeting held on 17 September 2018**

**RESOLVED:** That the minutes be approved.

**4. Update on job evaluations**

Committee discussed email from Town Clerk regarding the NALC/SLCC job evaluation scheme that the committee had previously agreed should be used for the Town Clerk.

The committee were reminded that it had been previously agreed that any awards under the evaluation were to be backdated to April 2017.

**RESOLVED:**

- MKC asked to evaluate the Town Clerk and Deputy Town Clerk under both the NALC/SLCC scheme and the MKC scheme.
- If completed in time, committee to meet prior to the Town Council meeting on 05 November for a recommendation to be put to the council.
- Town Clerk to circulate minutes of the meeting when the job evaluation process started.

**5. Appraisal process – Agree date and who will conduct**

**RESOLVED:** Jeremy Rawlings, Peter Geary and Graham Harrison to carry out appraisal. To be concluded by mid-November.

**6. Caretaker / Cleaner for Olney Centre**

The committee reviewed a schedule of costs comparing the outsourcing or insourcing of caretaker / cleaner services for the Olney Centre.

**RESOLVED:** To recommend that the council should look to obtain competitive quotations for the outsourcing of the function initially, and if necessary consider employing direct labour as second choice.

**7. Current cost of HR Support**

The committee reviewed the cost to date of work undertaken for the committee by MKC which stood at £7,200.

Concerns were expressed at the costs, which exceeded the budget for the committee.

**RESOLVED:**

- To note the costs incurred and report them to council.
- To seek competitive quotations for HR support services.

**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:** To exclude the public and press on the grounds of the confidential business to be transacted

Colin Rodden reported to the committee feedback from a visit to the office where it was reported to him some of the difficult customers that staff have to deal with as the public face of the council.

Staff are to keep a log of any incidents that occur, and town clerk to look into customer service training regarding dealing with difficult customers.

**9. Complaint**

The Town Clerk left the meeting at this point

The Committee considered a complaint against the Town Clerk, details of which were previously circulated to the committee by the chairman.

**RESOLVED:** That no further action be taken as the matter was disposed of last year.

**10. Matters to be reported at next council meeting**

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# OLNEY TOWN COUNCIL



## To all members of Olney Town Council HR Committee

You are hereby summoned to attend a meeting of the **HR Committee** to be held at the Olney Centre, on **Monday 17 September 2018 at 7:00 p.m** for the purpose of transacting the following business.

**Liam Costello**  
Town Clerk

**12 September 2018**

### **AGENDA**

1. To receive apologies for absence.
2. To receive any declarations of interests.
3. Approval of minutes of HR meeting held on 20 August 2018
4. Update on job evaluations
5. Staff Handbook - Agree approach to review
6. Appraisal process
7. Award of BBC Three Counties People Award silver medal by John Nicholls
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
9. Update on grievance
10. Matters to be reported at next council meeting

Town Clerk: Mr. Liam Costello  
Tel: 01234 711679

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**Minutes of the meeting of Olney Town Council HR Committee**  
**Held on Monday 16th July 2018**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Peter Geary, Deirdre Bethune, Graham Harrison, Colin Rodden, Jo Eley

**Also present:** Ayesha Shokar (MKC)

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

Tony Evans sent apologies

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

None declared.

**3. Approval of minutes of HR meeting held on 18 June 2018**

CR suggested that the minutes were not detailed enough but there if they were more detailed then confidential information would be in the public domain. It was agreed to keep the minutes less detailed but retain the recording of the meeting for at least a year

**RESOLVED:** the minutes were approved. Retain the recording of the meeting for at least a year

**4. Agree job descriptions for all staff so they can go forward for evaluation**

There was significant debate around the job descriptions provided by AS although no major issues were raised. Comments were around wording and some repetition in the clerk and deputy's JD's. Agreement was reached and AS will provide the amended JD's for OTC to approve.

**RESOLVED:** Agreement was reached and AS will provide the amended JD's for OTC to approve.

**5. Staff Handbook**

It was decided that this needed a meeting on its own so this will be a single agenda item for the 20th August meeting.

**6. Appraisal process**

It was agreed that JR, PG and GH would conduct the Town Clerk's annual appraisal. Date will be arranged when he returns from holiday. The appraisal group will meet 1 hour earlier before the appraisal.

**7. 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:** Agreed

**8. Request from member of staff to be paid for extra hours rather than time of in lieu.**

The committee has no objection to this. It should be the individual's manager to make the decision. Must make it clear that this is a one off decision and any other requests in the future may not be granted.

**9. Report on independent investigation into complaint against the council**

AS updated the HR committee on her conclusions. The market trader who made the complaint has offered no evidence to support his complaint. Examination of OTC's records similarly shows no evidence of over-payment. AS will provide a written report and has made a number of recommendations to OTC.

**10. Update on grievance**

As [REDACTED] is on holiday, this was delayed until the next meeting.

**11. Matters to be reported at next council meeting**

All agenda items can be reported except for the detail in item 10.



**Minutes of the meeting of Olney Town Council HR Committee**  
**Held on Monday 18 June 2018**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Deirdre Bethune, Joanne Eley, Tony Evans, Peter Geary, Graham Harrison, Colin Rodden

**Also present:** Liam Costello (Town Clerk) and Ayesha Shokar (MKC)

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

None

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

Town Clerk declared an interest in item 9

**3. Approval of minutes of HR meeting held on 21 May 2018**

- Add to item 7 - Ayesha Shokar (MKC) to be asked to review and make recommendations
- Add to item 8 - Cllr Joanne Eley left at this point. Ayesha Shokar (MKC) to be asked to investigate

**RESOLVED:** Subject to the above additions, the minutes were approved.

**4. Access to personnel files**

The committee discussed access to personnel files by members of the committee. The advice given was that councillors do not have a general right of access, and can only have access to specific information on a 'Need to Know' basis, and subject to data protection legislation and the councils Standing Orders and Scheme of Delegation.

The discussion widened to consider the council's staff handbook and appraisal processes.

**RESOLVED:**

- That members of the committee do not have a general right of access to personnel files

- New Staff Handbook to be circulated and considered at the next HR Ctte meeting
- Appraisal form and process to be reviewed at the next committee meeting

**5. Agree job descriptions for all staff so they can go forward for evaluation**

The committee considered the remit of the work that it wanted MKC to carry out in reviewing the Job Descriptions.

At this point the committee considered the motion to exclude press and public.

**RESOLVED:** To exclude the 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

The committee resumed discussion of item 5

**RESOLVED:**

- Ayesha Shokar to review current JD's, reformat into different groupings, and make recommendations to next committee. Recommendations to include Person specifications for roles.
- Review to include caretaker role. Town Clerk to forward current JD and discuss role with Ayesha Shokar

**6. Status of notes from previous chair of the committee**

The committee considered the status of the notes of the previous chairman of the committee which had been handed over to Cllr Joanne Eley. Concerns had been raised that they should have been handed over to the incumbent chairman or office, rather than to a member of the committee.

After discussion, some of the notes were passed to the chairman of the committee.

**7. 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:** already agreed during item 5

**8. Report on independent investigation into complaint against the council**

Ayesha Shokar (MKC) gave the committee an update on the investigation. She had given the complainant an extra week to provide further evidence to substantiate the complaint, and hoped to be in a position to report the outcome and recommendations to the next committee meeting.

**9. Update on grievance**

The Town Clerk left the meeting at this point

Ayesha Shokar (MKC) gave the committee an update on the investigation. She merely reported that the investigation was ongoing and hoped to be in a position to report the outcome to the next committee meeting.

**10. Matters to be reported at next council meeting**

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**Minutes of the meeting of Olney Town Council HR Committee  
Held on Monday 21 May 2018  
at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Deirdre Bethune, Joanne Eley, Tony Evans, Peter Geary, Colin Rodden (from item 4)

**Also present:** Councillors Graham Harrison and Des Eley

**1. Election of chairman**

**RESOLVED:** That Jeremy Rawlings be elected as chairman of the committee

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

Apologies were received from Rosemary Osbourne MBE

**4. Attendance of non-committee members during confidential sections of committee meetings and the 'Need to Know' test**

Cllr Rodden arrived at this point.

The committee considered advice on the 'Need to Know' test as it applied to attendance at confidential sections of committee meetings by non-members of the committee. There is no automatic right for non-members to attend. Their attendance would be subject to the member establishing a 'Need to Know'.

**RESOLVED:**

- To note that the Need to Know test applies and that non-members of a committee do not have an automatic right to attend confidential sections of committee meetings.
- To amend Standing Orders to incorporate the 'Need to Know' test.

**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**

In the light of item 4, above the committee considered excluding the press and public (which included two members of the council). The committee discussed how to report back matters discussed.

**RESOLVED:**

- To exclude the public and press representatives on the basis that publicity would be prejudicial to the public interest by the confidential nature of the business
- Final item on future meetings would be to consider what is reported back to council.

Councillors Graham Harrison and Des Eley left the meeting at this point

The chairman ask the committee to include an urgent item at the end of the meeting to discuss a complaint from a member of staff.

**RESOLVED:** to approve an urgent item regarding a complaint.

**5. Data Protection Officer role**

The committee discussed the changes to the legislation, which meant that parish councils are no longer required to appoint someone to the statutory role of Data Protection Officer. The council will still be required to fulfil its duties and obligations as a Data Controller, and staff will still be required to fulfil their duties and obligations as Data Processors.

The committee noted that the Town Clerk had been appointed as DPO last year and discussed whether it would be best to continue with the non-statutory role as DPO.

**6. Occupational Health report**

The committee received the Occupational Health report prepared by Medigold regarding an employee. The report made recommendations about the tasks that the employee should be able to carry out and suggested that a further assessment be carried out in August. Town Clerk to meet with the employee to discuss the report and put in place the recommendations.

Town Clerk left the meeting after this item

**7. Review of Job Descriptions**

**RESOLVED:** To ask Ayesha Shokar (MKC) to review job descriptions and make recommendations

**8. Complaint from member of staff**

**Minutes of the meeting of Olney Town Council HR Committee**  
**Held on Monday 16 April 2018**  
**at the Olney Centre**

**Present:** Councillors Jeremy Rawlings, Deirdre Bethune, Joanne Eley, Tony Evans, Peter Geary, Colin Rodden

**Also present:** Councillors Graham Harrison and Des Eley

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

Apologies were received from Rosemary Osbourne MBE

**2. To approve the minutes of the meeting held on the 26 March 2018**

The minutes of the previous meeting were circulated for members to read.

Peter Geary questioned whether our constitution allowed the Mayor to also be the chairman of a committee. The Town clerk checked the Standing Orders and advised that there was nothing in our constitution or in legislation prohibiting this.

**RESOLVED:**

- To approve the minutes of the meeting held on the 26 March 2018.
- To keep the edited recording of the previous meeting for the record as there was additional advise given by my Ayesha Shokar (MKC HR Business Partner)

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

**RESOLVED:** None declared

**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 and press on the grounds of the confidential matters to be discussed.

## 5. Groundstaff

- The committee were briefed about the situation with one member of the team. [REDACTED] was admitted for an operation for a [REDACTED] 09 April. However, on the day the surgeon decided not to carry out the planned procedure instead choosing to carry out an [REDACTED] examination and [REDACTED] procedure. The Occupational Health assessment has been put on hold, and [REDACTED] will be seeing the surgeon and physio on 23 April to review the results.
- Tony Evans informed the committee that one of his employees could provide some support for the grounds team when required, but he wanted assurance that the council were comfortable with the arrangement, and that it was all above board.
- The Ctte considered the job evaluations carried out by MKC on the groundstaff, and a recommendation from Tony Evans that Groundsman be put on E1 on the scale and Head Groundsman be put on E2.

### RESOLVED:

- To note the report [REDACTED]
- To contact the monitoring officer for advice on engaging Tony Evans company to provide support.
- To put the job evaluation recommendations to Ayesha Shokar for advice and any other options we could consider.

## 6. Quotations for HR support services

RESOLVED: Item deferred

## 7. Salary review

The Town clerk left the meeting at this point.