

**Minutes of Kimberley Town Council,
Meeting of the HR committee held on
Wednesday 30th January 2019 9.30am**

Present: Councillors:

J Pearce, J Dymond, N Oakden, T Rood, S McEntee

APOLOGIES FOR ABSENCE

Councillor Boetge

DECLARATIONS OF INTEREST

None

ELECTION OF CHAIR

Councillor Oakden – proposed by Councillor Pearce, seconded by Councillor McEtee
4 for, 0 against, Councillor Oakden duly elected Chair.

ELECTION OF VICE CHAIR

Councillor Pearce proposed by Councillor Oakden, seconded by Councillor Rood
4 for 0 against, Councillor Pearce duly elected Vice Chair

PUBLIC QUESTION TIME

No members of the public were present.

MINUTES – PREVIOUS MEETING

Minutes to the last HR Meeting of 24th May 2018 at 7pm were read but not approved.
None of the present councillors had attended and the 24th May meeting had only three
members and no quorum, therefore none of the proposals could be accepted as valid.or
a true record

EXCLUSION OF PUBLIC AND PRESS

None present

STAFFING ISSUES

MAINTENANCE

Cllr. Dymond gave an outline of the maintenance and associated tasks performed by
the previous caretaker/handyman.

Cllr Oakden discussed a meeting he had with Wayne the previous day and explained
Waynes' willingness to co-operate with the council on work required as he was now a
local self employed contractor.

Cllr Dymond proposed to go in to detail with Wayne to assess the work required and the
times involved with a view to examining the needs of the council and how this can be

covered by out-sourcing maintenance and associated tasks. It may be necessary to have a local handyman in addition to contractors, to cover minor duties like bins and light bulbs. Cllr Dymaond then left the meeting.

TOWN CLERK ROLE

Cllr Oakden presented information regarding the role and duties of the Town Clerk that was compiled with the assistance of NALCO (the National Association of Local Council Officers) and Peninsular, along with the advice and help of Sue, the present Assistant Town Councillor. The Authority and Responsibilities of the Town Clerk role was discussed. The the splitting of the position, as suggested by the existing Town Clerk during the welfare meeting she attended with her Unite union representative at the end of November 2018, was discussed at length and how this new structure would ease the demands of the Town Clerk Role for individual staff and provide cover for the office 5 days per week and also some evenings and weekends as required.

It was considered that, as the existing Town Clerk had been absent through illness for three extended periods in the last two years and had complained about the level of work and stress, it was essential that changes to the structure of work be made to reduce the responsibilities and workload to a manageable level, thereby reducing any potential stressful situations rising in the future.

It was resolved unanimously that the following be proposed to Full Council:

- The Town Clerk Role should be split in to two part time Joint Town Clerks.
- That the new “Statement of Main Terms of Employment” for both Joint Town Clerks be approved.
- That the main contact for Peninsular (HR consultant) should be the HR Chairman, the Chairman of the Full Council and the HR Vice Chairman.
- That the access codes to the office computers should be provided to the same three councillors in order to maintain transparency at management level
- That a meeting be arranged between the existing Town Clerk, with her Union representative, to present and discuss the new Main Terms of Employment.

At this meeting the existing Town Clerk would be reassured of her responsibilities having been reduced from the perceived high levels of last year to a more manageable level.

- Following her and her representatives approval and signing of the new Terms, and position of Joint Town Clerk, the new “Joint Town Clerk” would be invited to return to work.

MEETING ENDED

Meeting ended 11.15 am Wednesday 30th January 2019-01-30