



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7:30pm ON MONDAY 4th MARCH 2024

Present: Cllrs Paul Blatchford, Paul Harding (Chairman) & Maggie McCarthy

In attendance: Liz Shayler (Clerk).

09/24 To receive and accept apologies for absence (agenda item 1).

Apologies were received from Cllr Arlidge.

10/24 To receive members' declarations of interest on any agenda item (agenda item 2)

No member's declarations of interest were received.

11/24 To approve as a correct record the Employment Committee meeting minutes from the 16th of January 2024 (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 were signed by the Chairman as a correct record.

12/24 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 6 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)

13/24 To undertake the Clerk's six-monthly appraisal (agenda item 5)

The Clerk was thanked for her hard work and commitment as the sole staff member during the last five months.

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

14/24 To undertake the annual review of the Clerks Salary (agenda item 6)

Resolved – To increase the Clerks salary by one spinal point to LCP point scale 33 from the 1st of April 2024.

The resolution was correctly proposed and seconded (unanimous)

15/24 To agree the date of the next meeting (agenda item 7)

25th / 26th of March 2024 TBD at Banwell Youth & Community Centre

The Chairman closed the meeting at 20:30

.....Chairman

.....Date

Officer Training

ILCA (both)

The Introduction to Local Council Administration (ILCA) is an online sector specific learning tool is designed to support all new council officers in England and Wales in their roles in the first few months of employment, as well as those aspiring to go on and complete their Level 3 CiLCA qualification.

The aim of the course is to provide an introduction to the work of a local council, the clerk and its councillors. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England. **£120**

How to Use Chat GPT (both)

You might have heard about ChatGPT and thought it sounds scary and isn't for you. The truth is this new technology is here to stay and can be a very useful tool. The chatbot AI can do a surprising amount of tasks, and Becky Walsh has been exploring what it can do for the kinds of tasks we do as councils.

Don't worry, it's not about to take away your job, but it could make your working day a whole lot easier. Come along to this short webinar to learn how to use it and what it can be used for.

Managing the Media when Dealing with an Issue or Crisis 15th April (Comms specific)

This highly interactive webinar, led by former BBC radio and TV reporter Karen Ainley, will give you the skills and confidence to develop a proactive and positive relationship with journalists, even when handling an issue or crisis. You will learn plenty of top tips so that you know what to do – and what not to do – if the media come calling.

- Introduction to issue and crisis communications
- Responding to the media – questions to ask
- Councils making news headlines
- Developing key messages
- Procedures to follow
- Writing a statement
- Mosaic's ACES of Effective Communication
- Supporting the interview process

Water Compliance and Legionella Control, 24 April - (Admin specific)

It is an HSE legal requirement for staff to be aware of their responsibilities in Legionella Control Code of Practice for any buildings where they are responsible for the public.

The logbooks will be supplied to you along with a recommendation of where to get the thermometer and how to manage and maintain all the requirement needs to be compliant.

This will allow you (as the duty holder) to know how things work without getting too technical and be able to make the decision on whether to manage this in house, making a substantial saving, or outsource it instead.