



BANWELL PARISH COUNCIL

MINUTES OF THE MEETING OF THE EMPLOYMENT COMMITTEE HELD AT THE YOUTH & COMMUNITY CENTRE AT 7pm ON MONDAY 20th SEPTEMBER 2021

Present: Cllrs Phil Baird, Paul Blatchford & Paul Harding

In attendance: Liz Shayler (Clerk).

10/21 To receive and accept apologies for absence (agenda item 1).

No apologies were received.

11/21 To appoint a Chairman of the Employment Committee for 2021-22 (agenda Item 2)

Resolved – To appoint Cllr Blatchford as Chairman.

The resolution was correctly proposed and seconded (Unanimous)

12/21 To appoint a Vice Chairman of the Employment Committee for 2021-22 (agenda item 3)

Resolved – To appoint Cllr McCarthy as Vice Chairman.

The resolution was correctly proposed and seconded (Unanimous)

13/21 To receive members' declarations of interest on any agenda item (agenda item 4)

No member's declarations of interest were received.

14/21 To approve as a correct record the Employment Committee meeting minutes from the 16th March 2021 (agenda item 5).

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.

15/21 To note the Communications, Marketing and Grant Funding Officer's appraisal targets (agenda item 6).

The Communications, Marketing and Grant Funding Officer's appraisal targets were noted (see attached).

16/21 To discuss permanently increasing the Communications, Marketing and Grants Officer hours from 8 to 10 to take effect from April 1st 2022 (agenda item 8)

Resolved – To permanently increase the Communications, Marketing and Grant Funding Officer's contracted hours per week from eight to ten.

The resolution was correctly proposed and seconded (Unanimous)

17/21 To undertake the evaluation of the Clerks Salary for the 2022 / 2023 budget (agenda item 6).

The Committee discussed how the Clerk's role had outgrown LC2 mid-range. They discussed the role in relation to LC2 above substantive and LC3 below substantive.

Resolved – That the role of the Clerk should now be considered within the LC2 above substantive range (point scale 29 – 32).

The resolution was correctly proposed and seconded (Unanimous)

Resolved – To increase the Clerks salary by one spinal point to LCP point scale 30 from the 1st October 2021 with a view to increasing this to 31 during the 2022/23 budget.

The resolution was correctly proposed and seconded (Unanimous)

18/21 The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item 8 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)

19/21 To undertake the Clerk's six-monthly appraisal (agenda item 5)

The Clerk was thanked for going above and beyond her role in organising the Council's various initiatives. Concern was raised about the Clerks unused holiday entitlement.

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

20/21 To agree the date of the next meeting (agenda item 9)

7th March 2022

The Chairman closed the meeting at 19:20

.....Chairman

.....Date

BANWELL PARISH COUNCIL
SECTION 3: ACTION PLAN FOR Daisy May Finnear, March 2021

NAME: Daisy May Finnear

JOB TITLE: Communications, Marketing & Grant Funding Officer

DATE OF INTERVIEW: 13th September 2021

NAME OF APPRAISER: Liz Shayler

1. KEY WORK TARGETS FOR NEXT SIX MONTHS

Council

1. Production of E-newsletter – already underway. Complete 2nd and evaluate.
2. Building relationships in the business community
3. Event support – Winter Wonderland & Christmas Market
4. Apply for grant funding from a variety of sources to support council projects and initiatives

2. NEW RESPONSIBILITIES (if any)

To minute and action the first Climate Emergency working party agenda.

3. ADDITIONAL ACTION POINTS (if any)

None

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

Putting on Covid safe events.

To meet target

Any relevant additional Grant funding training.

To meet target

5. ADDITIONAL COMMENTS

Daisy has been a real asset to the Council. She is a bright and engaging member of the team with a willingness to complete tasks set. There have been very positive comments from the Councillors about the 'Get to know your Council' communications campaign along with the regular Facebook posts covering a wide range of subjects.

Daisy is pleased with how everything is going and the way in which she and the Clerk work together, how the Clerk supports her with her role and the involvement of the Councillors by submitting their videos. She is also really pleased with the very positive feedback from Breakthrough Communications who have said in their training sessions that Banwell exhibits best practise in the way in which we communicate through Facebook.

REVIEW DATE: March 2021

CLERK'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy of whole appraisal to the employee and employment file. Issue a copy of Section 3 to the Employment Committee. Set the next review date, depending on the information above.

BANWELL PARISH COUNCIL

ACTION PLAN FOR CLERK September 2021 to March 2022

NAME: Liz Shayler

JOB TITLE: Clerk and responsible financial officer to Banwell Parish Council

DATE OF INTERVIEW: 15th March 2021

NAME OF EMPLOYMENT COMMITTEE CHAIRMAN: Cllr Blatchford

1. KEY WORK TARGETS FOR NEXT YEAR

To grow the use of the YCC including hosting a seasonal event like a Christmas Market.
To implement the 'You can Do I.T.' project using 'Tea and Tech' to gather info about what residents want.
To support new Councillors to understand their role and become involved in the work of the Parish Council

2. NEW RESPONSIBILITIES (if any)

Hosting a Christmas Market

3. ADDITIONAL ACTION POINTS (if any)

To support the Communications Officer in sourcing and applying for funding for sustainability measures for the YCC.

4. TRAINING AND DEVELOPMENT NEEDS

NEEDS

OBJECTIVE(S)

First Aid Training

To meet H & S objectives on Risk Assessment

Manual Handling Training

To meet H & S objectives on Risk Assessment

The running of Markets

To support target set

5. ADDITIONAL COMMENTS

The Clerk was thanked for going above and beyond her role in organising the Council's response to the Covid 19 pandemic. In particular, the vaccination clinics and various initiatives supporting vulnerable families in the Parish.

REVIEW DATE: March 2021

CHAIRMAN'S SIGNATURE **DATE**

EMPLOYEE'S SIGNATURE **DATE**

Issue a copy to the employee and set the next review date, depending on the information above.