

NAILSWORTH TOWN COUNCIL
Minutes of a meeting of the Personnel Committee
Held at 2pm in the Town Hall, Old Bristol Road
on Thursday 5th September 2024

Present:

Cllr Julian Dennis (Chair)
Cllr Peter Bodkin
Cllr Ros Mulhall
Cllr Shelley Rider
Cllr Steve Robinson
Cllr Phil Sullivan

Minutes:

Clerk

Apologies:

There were none.

To consider a staffing review of the estate roles

The need for a staffing review – being a review of job roles – was discussed and it was agreed that it's good practice to undertake regular reviews. The implications of recommendations were considered, including NTC's finances.

The previous method of staffing reviews was outlined.

It was agreed that using an independent person to carry out the review is the best course of action.

Terms of reference for a review to be clear and the process structured with clear guidance depending on the recommendations.

Cllr Julian Dennis undertook to work with the Clerk to draft terms of reference.

It was **recommended** that a staffing review of the 'estate' roles be commissioned.

To consider a review of HR policies and procedures

There was a discussion about the current HR policies and procedures, and the value of checking that there are clear working practices for HR processes.

It was noted that the Clerk and Deputy Clerk flag up changes in legislation as they are made aware of them, and then alter NTC's policies as appropriate.

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Chair of Personnel Committee
Nailsworth Town Council
Civic Centre, Old Market, Nailsworth, GL6 0DU

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Date