



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE WAS HELD ON 20th MARCH 2023

- 1. Present:** Councillors: B. Walton (Chairman); T. Walton; D. Wright
N. Ingledew; M. Carey (Clerk)
- 2. Apologies:** Cllr S. Parker
- 3. Public Question Time** There were no members of the public present
- 4. Minutes:** The Minutes of the meetings held on 23rd January and 20th February 2023 were agreed and signed as a true record.
- 5. Matters Arising from the Minutes:**
 - a. **Office Equipment Review:** Cllr Ingledew presented an IT report, a copy of which is attached. He had spoken to other Councils and bodies. The first stage would be to get a provider in to set up and maintain a system, obtain Licences etc. The current desk top system needs upgrading or replacing as a central file server, and a laptop should be added to aid portability – this should have the capability to attach to a full sized screen, keyboard and mouse to meet DSE rules. There must be a robust backup and storage in place.

It was agreed that Cllr Ingledew should draw up requirements and a shopping list with figures and bring this back to the next meeting in May. It was also agreed that Cllr Ingledew might sound out, without prejudice or commitment, up to three local IT consultants as prospective service providers.

The second stage (not discussed at the meeting but in the report) would be to revise or enhance the WiFi.
 - b. **Tablet for Groundsman:** This has been purchased and is in use. There was a discussion on the need to purchase Microsoft Office but it was agreed to download Libre Office which is free. If file compatibility proved not to be a problem, it was mooted that the main office OA could use Libre Office instead of Microsoft, representing a saving in licensing. It was agreed to set up a gov.uk email for the tablet using job titles rather than names. It was suggested that a session could be held on 15th May after the Planning & Conservation Committee meeting to help councillors set up email accounts
 - c. **Discussion on replacement Mule:** Cllr Wright had drawn up a compliance matrix for the replacement Mule. He will circulate this to the Committee

Councillor Ingledew left the meeting

- d. **List of outstanding jobs:** Cllr B. Walton went through the list of outstanding jobs and updated them.

Cllr Wright will contact Wiltshire Council re work that is undertaken by the

Parish Steward.

Action: DW

It was agreed to look at the job descriptions for the Groundsmen with the Appraisals.

- e. **Time Sheets**: Cllr B. Walton had analysed the time sheets and had circulated the data. It was agreed to look into a breakdown of the operational hourly rate for the Groundsmen.
- f. **Work Experience Student**: A student from Corsham School will be working with the Groundsmen on 5th and 6th July. It was agreed to discuss at a future meeting how this could be expanded in the future.
- g. **Staff training**: The Groundsmen had undertaken 1st Aid training; Chainsaw usage and Tree Surveying. Any additional training will be discussed with the Appraisals. Joel needs to complete the exam part of his chainsaw training. Greenway Training are to advise when the external examiner is available.

6. Cleaner:

The recommendation to extend the Office Cleaner's role by 4 hours was withdrawn

It was **recommended** that the positions of pavilion cleaner and office cleaner be made redundant

It was **recommended** that a new role of Parish Council Cleaner for all council buildings be created.

Job description for Parish Council Cleaner: The Job Description for the new role was discussed and it was **recommended** that this be agreed by the Full Council

Job Advert for the position of Parish Council Cleaner: The Job Advert for the new role was discussed and it was **recommended** that this be agreed by the Full Council

Purchase of new cleaning equipment: It was agreed to draw up a list of cleaning equipment and materials that would be required for the new role. If personal equipment is used this should be PAT tested

7. Staff Appraisals A date for the Appraisals will be arranged and Cllr B. Walton and D. Wright will carry them out.

8. Additional Office Support:

- a. **Recruitment and Selection Policy**: It was **recommended** that the Recruitment and Selection Policy be adopted by the Full Council
- b. **Job Description**: The Job Description was discussed and it was **recommended** that this be agreed by the Full Council
- c. **Job Advert**: The Job Advert was discussed and it was **recommended** that this be agreed by the Full Council
- d. **Application Form**: It was **recommended** that this be agreed by the Full Council
- e. **Timeline for placing advert; shortlisting applicants; selection panel interview process**:

- Advert to be placed on 31st March 2023 with a deadline for applications by 30th April 2023
- Shortlisting to be carried out at the beginning of May
- Interviews to be held week commencing 15th May with a potential start date at the beginning of June.
- Selection Panel to comprise Cllrs B. and T. Walton and the Clerk. Criteria for the interview; questions and matrix to be drawn up.
- Induction period and training – to be discussed at the next meeting

9. Staff holiday allocation: The Committee looked at the Annual Leave spreadsheet. No leave entitlement can be carried over after 31st March

10. Purchase of new Office Chair: It is **recommended** that a new chair be purchased at a cost of £142.99 + vat

11. To discuss the policy for the Groundsmen's work when there is snow: It was agreed to defer discussion until the next meeting

12. Disposal of Red Diesel tank: Cllr Wright had approached local farmers. It was **Recommended** that this be offered free of charge to a local charity on the condition that they take it away at their own expense.

13. Future items for consideration:

- Review of Job Descriptions
- Look at the Tools budget
- Report on Wessex Water

14. Items of Report:

- Councillors to be asked to raise any issues for the Parish Steward with the Clerk

15. Date of next meeting: 22nd May 2023.

Meeting closed at 8.55 pm

Chairman