

SOUTHWELL TOWN COUNCIL

HR COMMITTEE MEETING

29 April 2026 – 19.00 hrs

The Old Courthouse, Small Courtroom

MINUTES

Present: Cllrs K Roberts (Chair), J Berridge, J Bostock, P Rainbow, L Harris, P Harris, M Brock

In Attendance: Lynda Ogilvie (taking minutes).

26/04/220 Apologies for Absence

Cllr Tracey Jevons-Hazzard sent apologies.

26/04/221 To Receive any Declarations of Interest

Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011.

There were no Declarations of Interest.

26/04/222 To approve Minutes of previous meetings

222.1 HR Committee Thursday 19 March 2026 – previously circulated.

Minutes of the HR Committee meeting on 19 March 2026 were approved.

Proposed: Cllr Berridge, seconded Cllr Brock, all in favour – approved.

222.2 Matters Arising

It was noted that a HR panel meeting would take place on 30 April, and members were confirmed.

26.04/223 To approve organisation staffing structure for STC - previously circulated

The following matters were discussed:

- It was not thought that the position of finance assistant should be five days, this could be less but needs further discussion. Should be 'part time' and remove 'Monday to Friday'

Proposed subject to amend shown: Cllr Bostock, seconded by Cllr Roberts, all in favour – approved.

26/04/224 To agree the role of Finance Assistant for recommend to Full Council – previously circulated

224.1 Job Description

Members' comments:

- 'Support' (rather than 'help') at the Christmas Market and Remembrance Day should be included in the main body of the job description
- This support should be required to be 'within, or out of office hours as required'
- Hours quoted considered to be too many. Recommendation from HR Committee is that this should be 14-20 hours.
- Concern about the budget and payment grades – these to be clarified by an appropriate profession.

Proposed subject to amend shown: Cllr Bostock, seconded by Cllr Berridge, all in favour - approved.

224.2 Person Specification

Members' comments:

- Section 4 – change the word 'Good' to 'Effective'
- Section 5, under 'Desirable' – cross out 'local government'
- Section 6 – change 'seeks' to 'seek'

Proposed subject to amends shown: Cllr Brock, seconded Cllr Bostock, all in favour – approved.

224.3 Evaluation Process

It was agreed to change the word 'Mental' to 'Cognitive' (Item 2)
Proposed subject to amends shown: Cllr Berridge, seconded Cllr L Harris, all in favour – approved.

26/04/225 To agree the role of Receptionist Administrator and recommend to Full Council –
previously circulated

225.1 Job Description

Amendments to the JD as follows:

- 20 – 'Support' not 'Help' at events etc
- 21 – Remove 's' from 'wastes'
- 22 – Reword as 'Additional administrative duties as reasonably required.'
- It was noted that wages are suggestions and will require final evaluation.

Proposed subject to amends shown: Cllr Berridge, seconded by Cllr Bostock, all in favour – approved.

225.2 Person Specification

Amendments as follows:

- Remove 'local government experience' where it appears
- 4 – include 'Effective engagement with members of the public' under 'Essential' column
- Change 'correspondence' to 'correspond'

Proposed subject to amends shown: Cllr Berridge, seconded Cllr Brock, all in favour – approved.

225.3 Evaluation Process

Amendments as follows:

- Change 'Mental' to 'Cognitive' where it appears
- Change 'Independence' to 'Effective'

Proposed subject to amends shown: Cllr P Harris, seconded Cllr Roberts, all in favour - approved.

It was confirmed that the post should be advertised widely.

The Interview Panel for both positions will comprise three of the following four: Clerk, Cllrs Jevons-Hazzard, Brock, Berridge.

Proposed: Cllr Rainbow, seconded Cllr Berridge, all in favour – approved.

26/04/226 Review and agree new overtime and time off in lieu policy – previously circulated

Amendments as follows:

- Remove all of Section 1.
- Section 2 – Remove 'It is preferred that' and 'and when the number of hours accrued does not warrant the expense and processing effort of overtime'.
Thus the first line of Section 2 (which will become Section 1) – 'All staff take TOIL when reasonable.'
- Up to 10 hours TOIL to be maximum accrued, therefore '21' changed to '10' where it appears.
- Section 3 – Remove 'and Overtime' from heading.
- Change as follows:
 - Timesheet tracker **will** be provided
 - Remove 'It is important to note that' from next line
 - Insert 'and Council events' after 'work'
 - Insert 'and emergency work' after 'Bank Holiday work'

The effect of the changes above is that no overtime will be paid, and TOIL will be limited to accrual of 10 hours.

Proposed subject to amends shown: Cllr Berridge, seconded Cllr Brock, all in favour - approved.

26/04/227 Review the proposed Employment Contract – previously circulated
To be deferred to next meeting.

26/04/228 Review the proposed Staff Handbook – previously circulated
To be deferred to next meeting.

26/04/229 To Resolve on whether the Council will move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100 of the Local Government Act 1972 for the following confidential Items

Proposed Cllr Rainbow, seconded Cllr P Harris, all in favour - approved.

26/04/230 Review, consider and agree recommendation to Full Council regarding settlement agreement – previously circulated

Members discussed this matter in depth, and agreed a recommendation to put to Full Council (details recorded separately).

Cllr Roberts proposed the recommendation, seconded by Cllr Berridge. Five councillors were in favour, one against, and one abstention – motion carried.

26/04/231 Items for communication
None at this meeting.

26/04/232 Items for discussion at next meeting:

- Review Appraisal system
- Review other job descriptions
- Grounds staff should be offered the option to wear body cameras

26/04/233 Date of next meeting: TBC – 30 June 2026 at 7pm

There being no further business, Chair thanked everyone for attending and closed the meeting at 9.00 pm