

Date **14/10/2024**  
Time **17:30 - 19:00**  
Location **Unit 14, South Street, Midsomer Norton**  
Present ***Kate Egan, Shaun Hughes, Deborah Thatcher, Wendy Gregory,  
Lynda Robertson, Charlotte Lucas, Lee Jakeman***

# Staffing Committee Meeting

Midsomer Norton Town Council

Midsomer Norton Town Council

## **Agenda - 14 October 2024**

---

### **Midsomer Norton - Staffing Committee Agenda**

---

**To: All Members of the Staffing Committee**

---

**Welcome**

---

**1 Apologies**

---

**2 Public Session**

---

**3 Confirmation of Previous Minutes**

---

**4 Office Christmas Opening Hours**

---

**5 Exclusion of the Press and Public**

---

**6 Flexible Working**

---

**7 Recruitment Update**

---

**8 Date of Next Meeting**

---

# Table of contents

14/10/2024 17:30 - 19:00

---

1 - Apologies 4

---

2 - Public Session 5

---

3 - Confirmation of Previous Minutes 6

---

**Attachments**

Staffing Committee Minutes 9th September 2024 7

4 - Office Christmas Opening Hours 11

---

**Attachments**

TC Report - Office Christmas Opening Hours - Staffing Committee - 14th Octo~ 12

5 - Exclusion of the Press and Public 15

---

6 - Flexible Working 16

---

7 - Recruitment Update 17

---

8 - Date of Next Meeting 18

---

1

---

## 1 - Apologies

---

## 2 - Public Session

The period of time designated for public participation at a meeting in accordance with standing orders shall not exceed 20 minutes unless directed by the Chair of the meeting. A member of the public shall not speak for more than 3 minutes.

---

## 3 - Confirmation of Previous Minutes

To consider the proposal to confirm the minutes of the Staffing Committee Meeting held on 9th September 2024

### **Attachments**

[Staffing Committee Minutes 9th September 2024.docx](#)

## Staffing Committee Minutes 9th September 2024

3 - Confirmation of Previous Minutes

Last modified: 24/09/2024



# Midsomer Norton Town Council

Council Offices, The Town Hall, The Island, Midsomer Norton, BA3 2HQ  
Phone: 01761 418701 Email: [townclerk@msn-tc.gov.uk](mailto:townclerk@msn-tc.gov.uk)  
Mayor: Councillor Martyn Plant Locum Town Clerk: Lee Jakeman

**Date** Monday 9<sup>th</sup> September 2024  
**Time** 5.30pm  
**Location** Unit 14, South Street, Midsomer Norton  
**Present** Cllrs Lynda Robertson, Deborah Thatcher, Wendy Gregory and Shaun Hughes (Chair)  
**Absent** Cllrs Charlotte Lucas  
**Also, in Attendance** Lee Jakeman (Locum Clerk) and Kate Egan (Deputy Clerk)

## 1 - Welcome

Cllr Shaun Hughes as Chair of the Staffing Committee welcomed everyone to the meeting.

## 2 - Apologies

No apologies from Councillors had been received.

## 3 - Public Session

This section (at the Chair's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

There being no members of the public in attendance, the meeting moved onto the next agenda item.

## 4 - Confirmation of Previous Minutes

To confirm the minutes of the Staffing Committee Meeting held on 5th August 2024

**Decision:** The Committee **RESOLVED** to accept the minutes from the Staffing Committee held on 5th August 2024 as a true record, these were signed and dated by the Chair.

## 5 - Schedule of Staffing Committee Meeting

To consider the proposal to approve the schedule of dates for the Staffing Committee Meetings

**Decision:** Following a brief discussion, the Committee **RESOLVED** to approve the dates for future Staffing Committee Meetings up to the end of April 2025.

**Dates -** Monday 14<sup>th</sup> October 2024  
Monday 9<sup>th</sup> December 2024  
Monday 10<sup>th</sup> February 2025  
Monday 10<sup>th</sup> March 2025  
Monday 14<sup>th</sup> April 2025



## **6 - Draft Appraisal Policy and Staff Appraisal Form**

To consider a draft staff appraisal policy and staff appraisal form with the recommendation the Staffing Committee approve the draft Staff Appraisal Policy and Appraisal Form and the Locum Clerk undertakes the first set of appraisals for all staff.

**Decision:** The Committee **RESOLVED** to approve the staff appraisal policy and staff appraisal form and the Locum Clerk to undertake the first set of appraisals for staff from the 1st of October.

## **7 - Update on the Employee Handbook and Human Resources Policies**

To note WorkNest as part of their annual support are currently reviewing the employee handbook and policies, once these have been received back, they will be brought to the Staffing Committee for review.

## **8 - Date of Next Meeting**

Monday 14th October 2024 at Unit 14 starting at 5.30pm.

## **9 - Exclusion of the Press and Public**

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**Decision:** The Committee **RESOLVED** under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## **10 - Staff Payments**

To consider a recommendation that Staff TOIL accrued during the absence of permanent Clerk be paid as a cash value.

**Decision:** The Committee **RESOLVED** as per the recommendation to pay staff TOIL that had been accrued during the absence of a permanent Clerk.

## **11 - Budget Considerations in relation to staffing**

To note and approve the recommendations contained in the attached report for training for all staff.

**Decision:** The Committee noted the report and will **RESOLVED** to recommend to the Finance and Operations Committee that they are included within the budget for 2025-2026.

## 12 - Update on the Clerk Recruitment

A report and draft documentation were circulated prior to the meeting.

**Decision:** The Committee RESOLVED that –

- The Locum Town Clerk can proceed with the recruitment process noting that some additional hours would be required.
- The Interview Panel will consist of the Chair and Vice Chair of the Staffing Committee and one other member from the committee. (Councillor Wendy Gregory).
- The outline timetable for recruitment be approved (noting the intention to have a preferred candidate recommended to Full Council on 4<sup>th</sup> November).
- The proposed job description / person specification and advert circulated with the agenda were acceptable; subject to some refinement by the Locum Town Clerk.

Meeting closed 7.10pm

---

## 4 - Office Christmas Opening Hours

To confirm the office Christmas and New Year opening hours and approve the 2 additional statutory days for staff.

### **Attachments**

[TC Report - Office Christmas Opening Hours - Staffing Committee - 14th Octo~.pdf](#)

[TC Report - Office Christmas Opening Hours - Staffing Committee - 14th Octo~](#)

4 - Office Christmas Opening Hours

Last modified: 07/10/2024

**STAFFING COMMITTEE MEETING  
14<sup>TH</sup> October 2024**

CB/2024/Office Christmas Opening Hours

7th October 2024

REPORT TO STAFFING COMMITTEE

**AGENDA ITEM 4 – OFFICE CHRISTMAS OPENING HOURS**

AIM

1. To confirm with the Staffing Committee of the Town Council details of the office Christmas opening hours and approve the 2 additional Statutory Days for staff.

BACKGROUND

2. Council Staff are contractually entitled to 2 statutory days off (to be determined by the Council) it is usual that these 2 days are taken over the Christmas New year period. This can allow the Council to be closed down for a fixed period and allow the majority of staff to take an extended break (by taking only a few days annual leave.

DISCUSSION/ COMMENT

3. It is intended that the Council provides minimum manning levels from cease work on Friday 20<sup>th</sup> December 2024 until start work on Monday 6<sup>th</sup> January 2025 as identified below:

Monday 23<sup>rd</sup> December – Annual leave to be taken/ work from home  
Tuesday 24<sup>th</sup> December - Annual leave to be taken/ work from home  
Wednesday 25<sup>th</sup> December – Christmas Day – Bank Holiday  
Thursday 26<sup>th</sup> December – Boxing Day – Bank Holiday  
Friday 27<sup>th</sup> December - Annual leave to be taken/ work from home

Monday 30<sup>th</sup> December – Statutory Day (Office Closed)  
Tuesday 31<sup>st</sup> December – Statutory Day (Office Closed)  
Wednesday 1<sup>st</sup> January – New Year’s Day – Bank Holiday  
Thursday 2<sup>nd</sup> January - Annual leave to be taken/ work from home  
Friday 3<sup>rd</sup> January - Annual leave to be taken/ work from home.

4. Where staff choose not to or do not have sufficient leave available then they will be asked to work from home.
5. Where there are essential or emergency matters to deal with then staff will be assigned to ensure that minimal operations can be maintained (e.g. emptying of bins in parks).

RECOMMENDATION(s)

6. It is recommended that:

- a. Midsomer Norton Town Council Staffing committee **RESOLVES: To that the Town Council offices be closed from cease work on Friday 20<sup>th</sup> December 2024 until start work on Monday 6<sup>th</sup> January 2025.**

**Lee Jakeman  
Locum Clerk**

---

## 5 - Exclusion of the Press and Public

Proposal under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

| For Decision

## 6 - Flexible Working

To consider a request for flexible working arrangements.



---

## 7 - Recruitment Update

To consider a report providing an update on the Town Clerk recruitment process, and to consider the next actions.

AND

To note a report regarding the recruitment timeline.

## 8 - Date of Next Meeting

Monday 9th December at Unit 14, South Street, Midsomer Norton starting at 5.30pm