

A meeting of the Employment & Personnel Committee was held in the Pavilion, Manor Park Sports Club, Hackthorn Road, Welton on Monday 14<sup>th</sup> July 2025 at 6.30pm

**Present:** Cllrs R Fletcher (Chairman), Mrs M Chapman, M Powell, D Pikett, N Hornsey, G Briggs and Mrs C Grimble

**Clerk:** Mrs J Murray

Please be advised that these are notes of the meeting taken by the Clerk and cannot in any way be regarded as the official minutes of Council proceedings until they are approved and signed at the next meeting.

A public participation session took place prior to the official start of the meeting.

**25/07/01** Chairman's Remarks

The Chairman welcomed everyone to the meeting.

**25/07/02** To elect a Vice-Chairman

On a unanimous vote Cllr Briggs was elected Vice-Chairman.

**25/07/03** Apologies

None

**25/07/04** Declarations of Interest

None

**25/07/05** Minutes

On a proposal from Cllr Powell, seconded by Cllr Hornsey and **RESOLVED** following a unanimous vote that the notes of the meeting held on 30<sup>th</sup> September 2024 were approved and signed as the minutes.

**25/07/06** Clerk's Report

The Clerk had nothing to report on this occasion.

**25/07/07** Closed Session

On a proposal from Cllr Mrs Chapman, seconded by Cllr Briggs, it was **RESOLVED** following a unanimous vote for the Council to move into closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for the following employment matters.

**25/07/08** Employment Matters

**a. Staffing Levels**

Julie Murray – Clerk/RFO

Working 30 hours a week Monday – Thursday

Louise Gibbs – Deputy Clerk/RFO

Working 21 hours a week Monday, Wednesday & Thursday

Hazel Bell – Admin Assistant

Working 18 hours a week Monday, Tuesday & Friday increasing to 24 hrs in September working Wednesday

The new Facilities Team is:

Richard (Rick) Bullivant – Facilities Team Lead

Working 25 hours a week Monday – Friday

Cerys Edwards – Facilities Assistant

Working 15 hours a week Monday – Weds

Sue Grace – Litter Operative

Working 6 hours a week Monday, Wednesday & Friday

A N Other – Facilities Assistant (to be appointed this week)

I am interviewing tomorrow and hopefully will be able to make the appointment.

Another team member was taken on at the same time as Rick and Cerys, but unfortunately we had to let him go as his work was unsatisfactory.

The question was asked as to whether members of staff who are new to driving the van receive any instruction in familiarising themselves with the vehicle and it was pointed out that they carry out a weekly Vehicle Checklist. It was suggested that they should sign a form to confirm that they have received such instructions.

On a proposal from Cllr Mrs Grimble, seconded by Cllr Hornsey and **RESOLVED** following a unanimous vote that the above was noted.

**b. Review of the role of Administration Assistant**

The Clerk reported that following Hazel Bell's annual appraisal that she has been employed by the PC for 2½ years and in that time has excelled in the role making it more than that of an administration assistant. She has re-written the Neighbourhood Plan working closely with the Working Group and attending all their meetings. The Emergency Plan has been updated and is now ready for adoption at the next A&S Committee meeting. She has updated all the council's current policies and risk assessments and added numerous new ones; making sure that all staff read and understand them. She carries out the inductions for new staff. She is responsible for organising and producing rotas for the volunteers at the Library and the Community Speed Watch. She helps with organising the craft and other hub events at the library; in particular the Summer Reading Challenge visiting the primary schools in Welton and Dunholme to promote it to the children.

Hazel is working towards her CiLCA (Certificate in Local Council Administration) and by the end of September she will have submitted her portfolio for marking.

It is for these reasons and many more that I would like the committee to consider reviewing her status within the office team and promoting her to Assistant Clerk. Her promotion would also command a pay increase commensurate with the role; I suggest to SP23.

On a proposal from Cllr Briggs, seconded by Cllr Hornsey, following a unanimous vote it was **RESOLVED** to make a recommendation to Full Council to formalise Hazel's role as Administration Assistant into that of Assistant Clerk, consistent with the increased duties she has taken on and consolidate these into a new Job Description and incorporate her increasing workload as the Village Hall project evolves together with the increase to SP21.

**25/07/09** Councillors Reports  
None

**Chairman:** ..... **Date:** .....