



**Minutes of  
the Personnel Committee Meeting  
Thursday 29<sup>th</sup> February 2024  
(Closed Meeting)**

Personnel Committee Members: Councillors Davis (Chair), Bastin, Dowie and Kay

**Councillors in attendance:** Cllr Kay (Vice chair) Cllr Dowie and Cllr Rankin (substitute as per standing orders 4d, agreed at the 22nd February Full Council)

**Others:** Emma Gordon (BNHPC Clerk)

**Meeting started:** 19:04

1. **Apologies for Absence.** Cllr Bastin (at a previously arranged engagement) Cllr Davis (away)
2. **Declarations of Interest.** None
3. **Questions from members of the public.** None
4. **Minutes from Communications Committee Meeting.**

To agree the minutes from the 30<sup>th</sup> November 2023 meeting.

As only two of the councillors in attendance were at the last meeting, it was agreed to bring this to the Full Council meeting for approval.

**5. Staff Job Descriptions.**

- a) To review and agree amendments to the Groundskeepers Job Description.  
(Paper 1\_Groundkeeper JD revised Feb24)

The Clerk updated the committee on the recent interactions between the Groundkeeper, herself, and Cllr Jones. While the Groundkeeper had indicated to Cllr Jones that he may reconsider staying in the role, they subsequently refused to engage with the Clerk in discussing what could change and in revising the job description. At the time of the meeting he had not given any indication of reconsidering, therefore the committee proceeded to operating on the basis that a new Groundskeeper will need to be recruited.

There was a lengthy discussion on the reasons the current Groundskeeper handed in their notice. They felt the role was expanding beyond what they were prepared to do. It was decided that Cllr Kay would arrange to meet with the Groundskeeper to both retrieve the keys and understand better if there were issues that could be improved upon going forward.

There was a lengthy discussion around the weekly ROSPA checks and whether they should be with the Clerk or not. The Clerk gave her reasons for requesting the change, primarily to have more reason to attend the playing field site, which is the largest site that the parish manages. Other reasons included oversight of the Groundskeeper and increasing her professional development. The committee spent a long time interrogating why they should make the change and how it would work. A sharing of the checks between the Groundskeeper and Clerk was suggested, which had the added benefit of the Clerk being able to provide cover for the Groundskeeper when they were away.

The Job Description was reviewed in detail and the following changes were proposed:



# Botley and North Hinksey Parish Council (BNHPC)



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- Retain the weekly check wording.
- Retain item on graffiti.
- Remove item on the personnel gates.
- Remove item on the cleaning of perimeter hedges. (This could be done by an organised litter pick.)
- Remove item on the trimming of foliage. (This should be managed as part of the maintenance regime.)

*Proposal by Cllr Kay, seconded by Cllr Dowie:* To adopt the above changes and recommend the amended version to Full Council. **PASSED** [unanimous]

- b) To review the Clerk's role and Job description and agree amendments as appropriate.  
(Paper 2\_Clerk's JD revised\_Feb24)

The Job Description was reviewed in detail and the following changes were proposed:

- Add the *Responsible Finance Officer* to the list of employees to manage in item 1.3.
- Revise item 1.11 to say: "To conduct the weekly play equipment safety checks and defibrillator safety checks as required for insurance purposes, *occasionally, and as cover for times that the Groundskeeper is not available (e.g. holidays, illness, or temporarily no employee in that role), and to arrange rectification measures in reasonable time.*"
- Revise item 2.5 to say "To have legal oversight of Council communications including website content, *and to manage aspects of the website as identified in the BNHPC Website Policy.*"
- Add "*as per agreed delegated responsibilities.*" To the allotment item.
- Remove Appendix 1.
- Correct revision date.

*Proposal by Cllr Kay, seconded by Cllr Rankin:* To adopt the above changes and recommend the amended version to Full Council.

Named vote requested by Cllr Dowie **PASSED** [2 for / 1 against (Cllr Dowie)]

6. To discuss the potential conflict of interest arising from Councillor MacKeith's Disclosable Pecuniary Interest.  
(Paper 3\_MOfficer re Clerk appointment)

Cllr Dowie inquired as to when this information was shared with Councillors and with whom it was shared. It was confirmed that the Chair of the council was informed as she had written to the Monitoring Officer prior to the Clerk being appointed. It was also shared among the rest of the interview panel, but it had not been shared across the Full Council. Cllr Dowie requested a copy of the engagement letter be circulated to the interview panel to check whether the Monitoring Officer's advice had been followed. **Action Clerk** to find and share the Engagement Letter.

*Proposal by Cllr Kay, seconded by Cllr Rankin:* **For Cllr Kay to** write to the Clerk and Cllr MacKeith highlighting the advice from the monitoring officer. **PASSED** [2 for / 1 abstention]

7. To agree the next meeting date to review updating outstanding policies.

*Proposal by Cllr Kay, seconded by Cllr Dowie:* To schedule the next Personnel Meeting for the 28<sup>th</sup> March, with a fall back option of the 4<sup>th</sup> April. **PASSED** [2 for / 1 abstention]

Meeting ended: 20:14