

**SHREWSBURY TOWN COUNCIL
PERSONNEL COMMITTEE
MEETING HELD VIA TEAMS
ON 12 APRIL 2022**

PRESENT

Councillors – A Mosley (Chairman), P Moseley and K Pardy with Councillor R Dartnall (attending as Chair of the Appeals Panel)

APOLOGIES – Councillor D Vasmer

IN ATTENDANCE – Amanda Spencer (Deputy Town Clerk)

01/22 DECLARATIONS OF INTEREST

There were no pecuniary interests declared. All members were twin-hatted and therefore declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council.

02/22 EXCLUSION OF THE PUBLIC

RESOLVED:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public be excluded from the meeting on the grounds that the following items being considered involve the disclosure of confidential information.

03/22 MATTERS ARISING FROM PERSONNEL COMMITTEE MEETING HELD 26 MARCH 2021

There were none.

04/22 JOB EVALUATION

The Committee considered a report from Linda Rollason, an independent consultant, who had been contracted to oversee the second stage appeals of Town Council employees in relation to their job evaluation, which were undertaken in 2019. The appeals had been heard by the Appeals Committee (chaired by Councillor Dartnall) in October/November 2021.

The consultant gathered feedback from the appellants, the Town Clerk and Deputy Town Clerk and the Chair of the Appeals Committee after the appeals had taken place and reported these along with a number of observations and recommendations in the report.

As Chair of the Appeals Committee, Councillor Dartnall, outlined the whole of the appeal process explaining that 23 members of staff had initially submitted an appeal against the job evaluation outcome at stage one. By stage two, there were only six appeals outstanding. These individuals appealed against the score their role had received but there were also collective appeals against both the process of job evaluation and the timing of back pay. Each of these, along with the individual complaints, were heard in separate committees meaning that eight took place in total.

The consequences of these appeals were as follows:

- The collective appeals regarding both the process of job evaluation and the timing of back pay were not upheld.
- Three individual cases were partially upheld resulting in an increase in grades.
- Three individual cases were not upheld.

Around the same time, two other appeals were held by the Appeals Committee but these were not related to job evaluation.

Councillor Dartnall explained that there were clearly some lessons to be learned from the job evaluation process. She added that the support of the consultant had been invaluable and that she had worked very well with both the Appeals Committee and the appellants to ensure that legal consequences were understood and everyone felt supported. By the time the meetings had concluded everyone felt that they had received a thorough hearing.

One of the major issues had clearly been regarding communications. Information was cascaded down but there was no evidence of if this had got through to everyone or if information and queries had been circulated back up.

The Chair asked if there were issues with the job evaluation scheme. The Deputy Town Clerk replied that the scheme is tried and tested against many councils, including Shropshire, and was fit for purpose for all Town Council roles. It was the procedure and process by which job evaluation took place which needed addressing and changing for the future.

Councillor Pardy added that the process did not feel scientific in any way.

The Deputy Town Clerk added that the exercise carried out by Shropshire Council was a desk based one and one of the complaints the appellants made was that no one ever sat down and went through their job evaluation with them in person. It was assumed at the time that line managers would do this but it was now clear this didn't happen in all cases.

Feedback from the consultant had been that they would never recommend a whole organisation job evaluation but the Chair responded that it was just the position the Town Council found themselves in at the time as they were a new organisation.

The ongoing process of job evaluation in the future was then discussed. Councillor Dartnall explained that the appellants felt that their jobs should be re-evaluated every time something was added but this was unreasonable and did not take into account tasks that were lost. It was agreed that the Job Evaluation Policy be reviewed to ensure it was appropriate.

The Committee also agreed that the Appraisal Policy should be reviewed although it was clear that the evaluation of a role and the appraisal of an individual must be kept separate as they were two distinct processes.

05/22 RESOLVED:

- **That a standardised induction process be set up for all Town Council staff.**
- **That a staff training/celebration event take place to incorporate a visioning and training exercise.**

- That efforts should be taken to ensure representation from across grades throughout the organisation on the Joint Consultative Committee in the future.
- That the Job Evaluation Policy be reviewed to ensure it was appropriate, taking into account the consultant's recommendations.
- That the Appraisal Policy should be reviewed although it was clear that the evaluation of a role and the appraisal of an individual must be kept separate as they were two distinct processes.
- That all staff should receive an update of the discussions at the Joint Consultative Committee after each meeting.