

10th April



To Members of the Personnel Committee

You are hereby summoned to a meeting of the Working Group to be held on **17th April 2025**, at **2.00pm** at Thanet House, 58 London Road, Stroud, to conduct the following business.



Helen Bojaniwska
Town Clerk

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest or requests for dispensations
3. To answer questions from the public
4. To note the minutes of the meeting of the Personnel Committee on 19th November 2024, previously circulated
5. To consider a draft Sabbatical policy and application form
6. To consider introducing 360 degree appraisals for senior staff
7. To approve the exclusion of the press and public for the remaining confidential items
8. To review staff notice periods
9. To consider adopting a policy relating to exit interviews
10. To review the membership of the Personnel Committee for recommendation to Council
11. To consider implementing a formal handover process for incoming members of the Personnel Committee
12. To review a job description and salary scale

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, sexual orientation, faith, marital status, and disability); Crime and Disorder (Section 17); Health and Safety; and Human Rights.

Review Process

AUTHOR

Deputy CEO

CONSULTEES

All Staff must be consulted before any changes to the review process are implemented.

FOR MEETING

Personnel Committee

RECOMMENDATION

To adopt a new format for annual reviews for senior management team

REPORT

The idea of a “360” review has been highlighted as a tool which could be adopted by the organisation as it grows and develops to ensure the senior leadership team have a clear path for continuous improvement.

Purpose

The adoption of the additional element to compliment the review process is:

- To ensure continuous improvement
- To ensure the organisational values are embedded

Scope

All senior managers in the organisation.

Feedback

To ensure that the management team are given effective feedback, it is suggested that stakeholders and internal employees are allowed to share anonymously. A good cross section would be 2-3 peers, 2-3 stakeholders and all direct reports.

Training for giving and receiving 360 reviews is very important, as the skill involved in both can be tricky if not navigated with sensitivity.

LEGAL IMPLICATIONS

The council, as the corporate body, is the employer of all its employees

FINANCIAL AND STAFFING IMPLICATIONS

Financial implications

None

Staffing implications

The proposal will need to be properly explained to affected staff and their feedback considered before implementation.

CRIME AND DISORDER

There are no crime and disorder issues.

EQUALITY AND HUMAN RIGHTS IMPLICATIONS

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. Councillors and managers carrying out appraisals must ensure that individuals are not treated less favourably because of their protected characteristics. Employers must also ensure that those who may be disadvantaged can get the tools they need to access the same, fair opportunities as their peers.

CO2 AND BIODIVERSITY IMPLICATIONS

There are no CO2 or biodiversity issues.

KM/HB

10/04/2025