

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Personnel Committee
10th June 2020**

Present

Councillors Kevin Cranston, Rob Green and Lucas Schoemaker

Absent

None

In attendance

Helen Bojaniwska (Town Clerk), Kate Montgomery (Deputy Clerk) and Mike Dando (Green Spaces manager)

1. Apologies

None

2. Declarations of interest or requests for dispensations

There were no declarations of interest or requests for dispensations.

3. Questions from the public

There were no questions.

4. Minutes of previous meeting

The minutes of the meeting of the Personnel Committee of 11th November 2019 were **approved** by those present and will be signed as a correct record by the Chair at the earliest opportunity.

5. Exclusion of press and public

It was **resolved** in view of the confidential nature of the business to be transacted, that the press and public be excluded from the remainder of the meeting

6. Review of working arrangements with regard to coronavirus

The Committee reviewed working arrangements put in place to enable staff to work safely and in accordance with government restrictions to contain the spread of coronavirus. All staff and contractors who regularly work on council premises had been consulted on their individual health status and any personal needs or concerns.

With regard to the Green Spaces team it was **agreed** that subject to suitable protective measures and procedures being in place and regularly reviewed that the team could return to their normal working. It was **agreed** to offer support with purchasing a bicycle to a member of staff who would otherwise use public transport.

The Committee noted that: regular team meetings are held and staff are being included in discussions about risk assessments; the team's workload is being

regularly reviewed; and that some work, for example online training and preparation for community engagement work, could continue at home.

A risk assessment for the Green Spaces team was noted.

The Green Spaces Manager left the meeting.

With regard to the office team, it was **agreed** that staff should continue to work predominantly at home and that the office would remain closed to the public, except for pre-arranged appointments for urgent matters that cannot be dealt with remotely, e.g. signing proof of life documents.

A risk assessment for the Office was noted.

It was noted that some staff have health issues which will impact on their ability to return to the office either under current government instructions or as a result of the risk assessment.

Action: consult the Council's HR advisers on the implications for staff unable to return to work (Clerk).

It was **agreed** to prepare for reopening the office by making modifications to the reception area, including, if possible, installing screens and an automatic door opener.

It was **agreed** that the Town Clerk could offer some flexibility around working hours to support any staff with school age children for as long as schools are not fully open.

Actions: install screens and an automatic door opener (Clerk).
: employ a temporary cleaner (Clerk).

The meeting closed at 16.00pm.

Chair

Date