

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Personnel Committee
19th March 2021**

Present

Councillors Kevin Cranston, Rob Green (Chair) and Lucas Schoemaker

Absent

None

In attendance

Helen Bojaniwska (Town Clerk), Kate Montgomery (Deputy Clerk)

1. Apologies

None received.

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 26th February 2021 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 discussed to exclude the press and public from the remainder of the meeting.

6. Staffing requirements for financial management and administration

The Clerk introduced a discussion on the potential to revise staffing structures for financial management and administration, including the role of Responsible Financial Officer. The Committee considered how any changed roles would fit into the existing staffing structure and were keen to understand the cost implications. Options for potential further discussion were identified, including potentially an enhanced financial officer role to take on more routine tasks with a view to freeing up some of the Clerk's time for more strategic management. It was noted that interim staffing arrangements would be put in place until a final decision is made.

Action: Clerk to research options and present a detailed report with cost implications to the next meeting, in the form of a draft recommendation to Council.

The meeting closed at 3pm.

Chair

Date