

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Personnel Committee
26th November 2020**

Present

Councillors Rob Green (Chair) and Lucas Schoemaker

Absent

Cllr Kevin Cranston

In attendance

Helen Bojaniwska (Town 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 6th August 2020 were **approved** by those present and will be signed as a correct record by the Chair at the earliest opportunity.

5. HR Management systems

The Committee considered a report on the potential to reduce administration by introducing an HR management system for processing routine functions, for example managing annual leave, time off in lieu and sick leave. It was **agreed** to introduce a suitable system to be determined by the Clerk.

Action: Clerk procure HR management system

6. 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.

7. Staff and councillor training

A report on training attended by staff and councillors over the previous year was presented by the Clerk.

8. Staffing and training budgets

A draft budget had been circulated in advance of the meeting. It was noted that the government had subsequently announced a pay freeze, which would affect most of the council's staff, so the budget would need to be recalculated. No discretionary salary changes were required.

Training requirements were considered, including potential for training new councillors after 2021 elections.

Apart from this change the Committee **resolved** to recommend the draft staff and training budgets to Council updated to include pay freeze requirements.

Action: update staff budget (Clerk)

9. Matters relating to staff contracts

It was **agreed** to recommend to Council that one fixed term contract be made permanent.

Action: refer to Council (Clerk)

One minor change to the Green Spaces Manager's job description was **approved**.

Action: update job description (Clerk)

10. Staffing structures

The Committee considered a number of potential changes to the staffing structure previously identified in a staffing review plus some new ideas proposed by the Town Clerk and Green Spaces Manager. No immediate changes were approved, but the following areas were commended for future consideration.

It was **agreed** to review the Council's staffing requirements for Community Development work and potentially add more staff to the team.

Action: review Community Development staffing requirements (Clerk)

It was felt that rather than creating a new post, project administration costs should be built into budgets for larger projects, for which external funding is being sought, so that additional support can be contracted in when required,.

The Committee considered proposals from the Clerk for a new Estates Management role and from the Green Spaces Manager to expand the Green Spaces team to include a foreman. After detailed consideration it was felt that the current workload did not justify the additional cost.

However, it was felt that both of these proposal could be reconsidered in the future based on further research on the council's requirements for building maintenance and development management. The Clerk was advised to retender the current contract for building project management to potentially reduce costs.

Action: tender building project management contract (Clerk)

The Committee also looked at reporting lines, but no immediate changes were agreed.

The meeting closed at 11.50am.

Chair

Date