

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Personnel Committee
26th February 2021**

Present

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

Absent

None

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 26th November 2020 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. Salary scale point progression

The Clerk presented a report on a review of staff contracts relating to progression through salary scales which had identified some inconsistencies in approach.

The Committee recognised the need for equitable terms to be applied both when recruiting new staff and when appraising progression. The Committee also acknowledged the importance of recognising the minimum “essential” requirements set out in the person specifications for each post and rewarding achievement of the “desirable” requirements.

Action: The Clerk was asked to draft text for inclusion in the Personnel Handbook, in consultation with the Council’s HR advisors, setting out a mechanism for setting scale points for new employees and for progression through salary scales based on: qualifications, performance and experience. The draft to be presented at the next Committee meeting prior to consultation with staff.

Action: The Clerk was asked to arrange training on performance appraisal for members of the Committee and senior staff with line management responsibilities.

7. Changes to an employment contract

A change to an employment contract was **approved**.

Action: The Clerk to amend contract

8. To approve salary increments

A scale point increment was **approved** in recognition of completion of a required qualification.

Action: The Clerk to process revised salary

The meeting closed at 11.50am.

Chair

Date