



Minutes of the meeting of
Personnel Working Group
31st October 2022, at 7.30pm
At Thanet House, 58 London Road, Stroud

Present

Councillors Kevin Cranston (Chair), Susan Fenton and Stella Parkes

Absent

None

In attendance

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

1. Co-option

It was **agreed** to co-opt Cllr Parkes, permission to co-opt having been delegated to the Committee at the Council meeting on 26th September 2022

2. Apologies

None received.

3. Declarations of interest or requests for dispensations

There were no declarations of interest or requests for dispensations.

4. Questions from the public

There were no questions.

5. Minutes of previous meeting

The minutes of the meeting of the Personnel Committee of 8th August 2022 previously circulated were approved and signed by the Chair.

6. Clerk's report

The Clerk provided a verbal report on current staffing matters.

7. Report on the Gloucestershire Pension Fund 2022 valuation

The Committee noted a report from Hymans Robertson LLP. A subsequent report had confirmed that the Council's employer's contributions had been set at 21.1% for the next 3 years.

It was noted that the Department for Levelling Up, Housing and Communities were consulting on pension fund reporting on carbon reduction.

8. Approval of terms for new Communications and Engagement post

A job description, person specification and salary range for new Communications and Engagement post were **approved**.

9. Measures to support staff through the cost-of-living crisis

The Committee considered a list of ideas suggested by staff at their annual reviews.

A request for assistance with parking costs was **declined** because it was contrary to the Council's climate emergency position. The Committee confirmed its previous position on home working, that this could be supported at the discretion of managers. The Committee confirmed that staff were permitted to take logs home for fuel.

In response to a request for assistance with counselling costs it was noted that an Employee Assistance service is provided by the council's insurers and information had been shared with employees.

There were no formal requests from employees to change their working hours, but the Committee expressed an interest in a future discussion about moving to a 4-day week.

10. 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 rest of the meeting.

11. Training needs identified in annual staff reviews

The Committee considered a report on training needs identified in annual staff reviews and the budget implications. All training requests were **agreed** and a draft budget was **approved** for recommendation to Council.

The Committee also recommended to the Clerk purchase of an e-Bike and a dishwasher when budgets allow.

12. Changes to job descriptions

Some minor changes to job descriptions for the following posts: Projects and Administration Assistant, Assistant Clerk, Finance Assistant, Senior Finance Administrator and Community Development Officer.

13. Changes to employment terms

It was **agreed** to amend the Projects and Administration Assistant's days/hours.

14. Draft staffing budget for 2023-24

The Clerk presented a draft staffing budget for 2023-24. It was noted that the 2022-23 pay award had not yet been approved but was likely to result a £1,925 increase for all scale points, equivalent to £1 per hour. The Foundation Living Wage had recently been increased to £10.90 and this had been implemented for qualifying staff. Both increases had been taken into account in the draft budget presented.

The Deputy Clerk reported that other councils were considering staff budget increases of at least 5% in 2023-24, so additional options of 5%, 7.5% and 10% had been included for discussion.

The Committee noted the likely staffing costs, but felt it was too early to make a recommendation to Council in the current financial climate.

The meeting closed at 8.45pm.

Chair

Date