

STROUD TOWN COUNCIL
**Minutes of the meeting of the
Personnel Working Group held on Zoom at 2pm on
9th September July 2021**

Present

Councillors Liz Child, Kevin Cranston and Rob Green (Chair)

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 5th July 2021, previously circulated were noted and will be approved by the Committee at the next 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. Review of Staff Handbook

The Clerk presented a draft Staff Handbook which had been updated to include some new material and revisions to make the document better reflect current practice and provide more clarity for staff. Some minor changes to the draft were **approved**.

It was **agreed** to consult staff on the changes, with a focus on a new section regarding salary increases, which had been added to provide greater clarity for staff and councillors on decision making about scale point progression.

Some potential additional changes were discussed and the Clerk was asked to review and update some of the content and then report back to the next meeting.

Actions

- Circulate a draft Whistleblowing Policy for potential inclusion.
- Research rates for subsistence and accommodation expenses offered by similar councils.

- Update the section on Annual Staff Reviews to note that the Personnel Committee will receive a report on any outcomes that impact on terms and conditions of employment.
- Consider offering more than 21 days annual holiday for new starters.
- Include military reservists in the section about time off work for public duties.
- Review the use of the word “should” where “is obliged to” would be more appropriate.
- Review the section on notice periods to take into account the need for a longer period for senior roles.

7. Finance staffing

It was **agreed** to urgently advertise a new post of Senior Finance Administrator at Scale Point 17-21 for 7.5 hours per week.

It was further **agreed** to continue to monitor a 3-month trial for the post of Finance Administrator and to adjust the job description and salary if necessary before making the role permanent. It was **agreed** that any continuation beyond the trial period should be subject to a requirement regarding attending relevant training. To fit better with the new Senior Finance Administrator post, it was recommended that the title is changed to Finance Assistant.

8. Payment in lieu of annual leave

It was **agreed** to make an exceptional one-off payment in lieu of untaken annual leave during 2020-21 for one member of staff.

The meeting closed at 4.30pm.

Chair

Date