

STRATFORD-UPON-AVON TOWN COUNCIL

Personnel Committee

27 June 2023

Meeting commenced: 6.30pm Meeting ended 7.35pm

Minutes

Present:
Councillors:

Alcock	Hunter
Dowling	McNaught Barrow
I Fradgley	

Clerk: Town Clerk
Press: None
Public: None

1) **Appointment of Chairman and Deputy**

In the absence of the Mayor, the most senior councillor present, Councillor Dowling, took the chair and called for nominations for the position of Chairman.

Councillor Dowling Proposed Councillor Alcock and this was Seconded by Councillor Hunter and it was unanimously

RESOLVED: That Councillor Alcock be appointed Chairman of the Personnel Committee for the municipal year 2023/24.

Nominations were called for the appointment of Vice-Chairman. Councillor Alcock Proposed Councillor Dowling and this was Seconded by Councillor Fradgley and it was unanimously

RESOLVED: That Councillor Dowling be appointed Vice-Chairman of the Personnel Committee for the municipal year 2023/24.

2) Apologies

Apologies were received from Councillor Duck and accepted for the reason given.

3) Declarations of Interest

There were no declarations of interest.

That the Minutes of the Personnel Committee held on 7 March 2023 be approved as a correct record.

4) To receive written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

5) To grant any requests for dispensation as appropriate

There were no requests.

6) Public Participation

There were no members of the public present.

7) Minutes of the Personnel Committee Meeting held on 7 March 2023

It was Proposed, Seconded and

RESOLVED: That the Minutes of the Personnel Committee held on 7 March 2023 be approved as a correct record.

8) Review of Job descriptions – Civic Officer and Event Supervisor and Town Hall Housekeeper

The Job Descriptions of the Civic Officer, the Event Supervisor and Town Hall Housekeeper, subject to minor clerical amendments, were unanimously recommended for approval and adoption.

RESOLVED: That the Job Descriptions of the Civic Officer, the Event Supervisor and Town Hall Housekeeper, subject to minor clerical amendments be approved.

9) Staffing levels

The Committee was informed that the officer appointed to the secondment post of the Deputy Open Spaces Foreman (part-time) was now in place and this arrangement appeared to be working well. Members were advised, however, that this did leave the open spaces team in manpower deficit of two days whilst the secondment post was filled. There was some discussion over this and whether there was a need to back-fill for these two days. The Town Clerk advised that this would be monitored and reported back to committee if there was a need.

The successful re-launch of the Town Hall as a wedding and events venue and the launch of the accompanying social media platforms / website and the associated work, such as following up initial contacts, had created additional workload for the current team. Members discussed the possibility of creating a specific part-time post for these duties. Currently, it was considered manageable for the current requirements and that this would also be monitored by the Town Clerk if there was a substantial increase in demand for hire.

RESOLVED: That the report be noted.

10) Long Service Award

The Council in recent times had made recognition of two long serving officers who had achieved 30 years' service with the Town Council and were presented with a gift and a certificate in recognition of the Council's gratitude. There currently is no policy in place to formalise the above and consideration was given to such a scheme to be formalised.

Members considered the merits of such a scheme and at what point it should be awarded. Following discussion, it was considered that 20 years was a substantial milestone and that those reaching this should be afforded recognition of service, in the form of £10 per complete year of continuous service, which was payable as a non-taxable gift/voucher (e.g. 20 years continuous service with the Town Personnel Committee 27 June 2023 4 Council = £200). Members also considered that this be continued to be rewarded at further intervals of five years, so at 25 years' service a further £50 was awarded and then in further increments of five years.

Following further discussion and to recognise an officer's commitment to the Town Council, it was also considered that those members of staff who had currently reached 20 years' service should also be entitled to two free tickets for the Civic Dinner, (currently this was 25 years). Thereafter, one paid ticket for the Civic Dinner to the serving member of staff, until they left the employment of the Town Council. (Note – this was to be implemented in 2024/25 and there would be no backdating of the scheme).

The Town Council is a small employer, and it was considered that this would have a minor impact on budget but would be justified in terms of employee appreciation.

Councillors also suggested that as 20 years was a significant time before formal recognition was made of service, then a small token of the Town Council's appreciation of service along with a certificate should be instigated at 10 years.

Following consideration, it was

RECOMMENDED: That a Long Service Award Scheme be implemented in accordance with the preamble above.

11) Town Clerks Verbal Update

The Town Clerk reported that

- Staff appraisals were underway.
- Health and Safety training programme had been undertaken.

In view of the confidential nature of the business to be transacted, the Chairman proposed and it was AGREED to move the meeting into Confidential Session. The minutes, in part, relating to the outcome of the business transacted are open and recorded below.

12) Review of leave entitlements, sickness management, statutory entitlements, special leave and TOIL

The report was noted.

13) Town Clerk's Pay Award

The Town Clerk disclosed a Personal Interest and left the meeting before the item was considered.

Following consideration, it was

RECOMMENDED: That the annual pay award of the Town Clerk be approved.

Date of next meeting: Tuesday 8 August 2023

.....
Chairman