

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE MEETING

9 August 2022

Minutes

Open Pages 1- 4

Present:

Councillors:

Dowling (Vice - Chairman in The Chair)	Vos
How	Warren-Howles
Mackenzie	

Clerk: Town Clerk

Press: Absent

Public: None

18) Appointment of Chairman

In the absence of Councillor Alcock, the Vice-Chairman, Councillor Dowling, took the Chair.

19) Apologies

Apologies for absence were received from Councillors Alcock and I Fradgley and accepted for the reasons given.

20) Declarations of Interest

There were no declarations of interest.

21) Written requests for dispensation for disclosable pecuniary interests

There were no written requests for dispensation.

22) To grant any requests for dispensation as appropriate

There were no requests.

23) Public Participation

There were no members of the public present.

24) Minutes of the Personnel Committee Meeting held on 28 June 2022

RESOLVED: That the Minutes of the Personnel Committee Meeting held on 28 June 2022 be approved as a correct record.

25) Terms of Reference Review

Further to a request at the previous meeting (Minute 8 2022/23) the Terms of Reference (ToR) had been returned to the Committee for review now that the new Town Clerk was in post. A discrepancy in the numbering of the ToR had been identified in those published with the agenda and a revised copy had been circulated to the Committee.

The ToR was then discussed by the Committee. It was specifically suggested that the Personnel Committee look at evolving its remit. There then followed discussion on the Committee's role in the day-to-day operations of the Town Council. Following discussion, it was considered that under the term 4.1

'To determine the staffing levels necessary to enable the Council to work efficiently in the discharge of its duties'

this properly and adequately addressed the assistance the Committee could provide to the Town Clerk.

Members felt that the personnel structure could not be supported by the current number of meetings held during the municipal year and it was suggested that, with immediate effect, more frequent meetings would be advantageous. It was therefore AGREED that there be no less than six meetings per municipal year.

It was also suggested that the exclusion of the Mayor from the membership of the Committee under 7.1 was no longer required. It was AGREED that this exclusion be removed from the ToR.

It was then Proposed, Seconded and

RESOLVED: That the Terms of Reference, as amended in this preamble, be approved.

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 relating to the outcome of the business transacted are open, in part, and recorded below. A Confidential Minute has been prepared for the remaining business

26) Review of the Responsible Financial Officer role

Following difficulty in the recruitment of a replacement part-time Responsible Financial Officer (RFO) the Committee was asked to consider the options to move forward the recruitment.

There was a suggestion that the part-time hours may not have been financially viable option to any suitable candidate, and it was suggested that the position could be re-advertised directly with financial recruitment sites. However, Members now considered that there was a shortfall in the management, leadership and resilience at the Town Hall and indicated their wish to see the Deputy Town Clerk position reinstated as it was considered that this could be suitably combined, once again, with the RFO role.

Following discussion and the suggestion of additional responsibilities to be added to the Job Description (JD) which included, health and safety and personnel duties, the Town Clerk undertook to issue a revised JD to members of the committee for approval before recruitment commenced. There then followed a discussion on salary and the Town Clerk informed the Committee of the salary range indicated by Warwickshire and West Midlands Association of Local Councils, which was deemed acceptable.

Accordingly, it was then Proposed, Seconded and

RESOLVED: That a Deputy Town Clerk and Responsible Financial Officer post be re-instated in the staffing establishment in order for the Council to work efficiently and discharge its duties and that the recruitment progress be commenced.

If members of the public or the press had been in attendance they would have been re-admitted to the meeting.

27) Town Clerk's Verbal Report

The Town Clerk gave thanks to the staff and Councillors who had all given her a very warm welcome and indicated that she looked forward to

working with all. She indicated that she had enrolled with Warwickshire and West Midlands Association of Local Councils and the Society of Local Council Clerks and had engaged with neighbouring Town Clerks.

In addition, the Town Clerk was also applying to the Licensing Authority for a Liquor Licence for the Town Hall.

28) Date of the Next Meeting

It was noted that the next scheduled meeting was at 6:30pm on 4 October, 2022. As it had been AGREED earlier in the meeting that additional meetings had been requested, then the next meeting would be 4.00pm on 6 September 2022.

The Chairman declared the meeting closed at 7:25pm.