

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE MEETING

28 June, 2022

Minutes

Open Pages 1 – 5

Present:

Councillors:

Alcock	How
Dowling	Vos
I Fradgley	Warfren-Howles

Clerk: Town Clerk

Press: Absent

Public: None

1) Appointment of Chairman and Deputy Chairman

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. Self-nominated candidates, Councillors Alcock and Vos gave a brief overview of their expertise and suitability for the role and answered questions from their peers. The vote was taken by written ballot and was pronounced TIED. In the event, the acting Chairman exercised his casting vote.

RESOLVED: That Councillor Victoria Alcock be appointed Chairman of the Personnel Committee for the municipal year 2022/2023.

Councillor Alcock took the chair and called for nominations for the position of Deputy Chairman. Both Councillor Dowling and How put themselves forward and once again, the contenders were asked to give a brief outline of their candidacy. The vote was taken by written ballot.

RESOLVED: That Councillor Bill Dowling be appointed Deputy Chairman of the Personnel Committee for the municipal year 2022/2023.

2) Apologies

Apologies for absence were received from Councillor Mackenzie and accepted for the reasons given.

3) Declarations of Interest

There were no declarations of interest.

4) 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 15 March, 2022

RESOLVED: That the Minutes of the Personnel Committee Meeting held on 15, March 2022 be approved as a correct record.

8) Terms of Reference Review

Councillor How discovered a discrepancy in the number of clauses presented in Appendix 'A' which differed from previous Terms of Reference that had been submitted for review. The Town Clerk advised that she would need to look in to this as the only amendment she had made, as stated in her report, was to change the name from Deputy Town Clerk to RFO.

The Committee went on to discuss the Terms in greater depth and it was unanimously AGREED that this matter be deferred to the next (additional) ordinary meeting of the Personnel Committee when the new Town Clerk is incumbent.

It was considered that the Personnel Committee should explore its evolving remit in order to compile appropriate Terms of Reference. This would potentially include amending the number of meetings per annum which were currently considered too few. It was suggested that members

should consider the Terms 'offline', and provide the Town Clerk with possible amendments or new clauses in order for a draft to be prepared in preparation for the discussion at the next meeting. It was suggested that the next ordinary meeting should be scheduled in August, but a date is yet to be confirmed as the Committee can only be clerked by the Town Clerk so her availability is paramount.

It was Proposed, Seconded and

RESOLVED: That the Terms of Reference would be reviewed at the next Personnel Committee Meeting in conjunction with the new Town Clerk.

9) Job Descriptions

The Job Descriptions of the Event Supervisor/Housekeeper, Civic Officer and Finance & Facilities Clerk were unanimously approved and adopted without amendment.

In view of the confidential nature of the business to be transacted, the Chairman suggested and it was AGREED to move the meeting into Confidential Session. The minutes relating to the outcome of the business transacted under 10, 11, 12 and 13 are not confidential and are therefore recorded as a continuance of these Open Minutes.

10) Review of the Chaplaincy Role

It was considered that there may be many ideal candidates for the role who are more secular and not ordained ministers. They could bring a different dynamic and advocacy to the position whilst retaining many of the traditional aspects of the role. However, this did not mean those in holy orders should be excluded, the *raison d'être* being that everyone from whatever sector should be eligible for consideration.

As the debate ensued, it was mooted that the word 'Chaplain' evoked a religious connotation. Changing the title of this traditional and historic role could be controversial and the Committee considered that the issue should be recommended rather than resolved so that Council could determine the final outcome during the presentation of the minutes. It was Proposed, Seconded and

RECOMMENDED: That from 2023, the incumbent should be addressed as the Council's Advocate but the job description for the Council's Chaplain would still be fit for purpose at that time, with slight amendment:

To add the words 'if appropriate' after Civic Address at the Civic Service at Holy Trinity.

To include a clause to make it a requirement of the Advocate to provide succinct contemplative thoughts and that their address is shared with the Mayor and Town Clerk prior to any civic function in order to ensure there is no duplication or pre-empting of thought or information contained in speeches given by the Mayor or members following the Advocate's opening remarks.

11) Request to Work Part Time

The Committee approved the request in principle, but AGREED that advice should be sought from WALC/NALC prior to determining the issue.

12) Town Clerk – Exit Arrangements

The Committee accepted that the Town Clerk would like to retain the number on her mobile phone which is used for both business and private use, and instructed the Clerk to pursue this to conclusion.

It was further accepted that the Town Clerk was actively reducing her accrued TOIL but any outstanding TOIL would be subject to a financial settlement based on the Clerk's hourly rate of pay as from 31 July, 2022.

The rest of the report was noted.

13) Sickness and TOIL

The report was noted.

14) Town Clerk's Verbal Report

The Committee was advised that:

- The newly appointed admin officer and PA to the Town Clerk had enrolled to study the Introduction to Local Council Administration (ILCA) which provides a solid foundation to go on to obtain the professional qualification known as CiLCA. The Council commended her decision.
- As from May 2023 (The Annual Meeting and Mayor Making) the Council will no longer be eligible to use the Power of Competence if the new Town Clerk has not obtained the CiLCA qualification.

Council does, however, retain the power until that time even though they no longer have a CiLCA qualified clerk. The new Clerk will need to identify which power is being used in order for the Council to act.

- The Town Clerk holds the Liquor License for the Town Hall and the new Town Clerk understands that she will have to take the License examination as soon as possible. In the event that a License holder is not present, a temporary events notice would have to be obtained. However, Councillor Vos confirmed that he holds such a license so this issue would be satisfactorily temporarily covered.
- Recruiting a new RFO is proving problematical and although the item was for information only, it was suggested that the position is advertised more widely on-line, particularly amongst financial recruitment sites.
- The payroll related costs under Operational and Admin are likely to be in deficit at the end of the financial year due to slightly higher salaries of new recruits and the handover periods when the roles were temporarily duplicated. The Committee were also advised that the cost-of-living provision in the budget of 3% may have been under-estimated.

17) Date of the Next Meeting

It was noted that the next scheduled meeting is at 6:30pm on 4 October, 2022. However, it had been AGREED earlier in the meeting that an additional ordinary meeting should take place sometime in August. The date is to be confirmed.

The Chairman declared the meeting closed at 8:10pm.