

STRATFORD-UPON-AVON TOWN COUNCIL
VIRTUAL PERSONNEL PRE-DISCUSSION CONSULTATION

29 June, 2021

Minutes

Open Pages 1 – 4

Present:

Councillors:

Alcock	Mackenzie
I Fradgley	Vos

Clerk: Town Clerk

Press: Absent

Public: None

1) Appointment of Chairman and Deputy Chairman

The Mayor took the chair and called for nominations for the position of Chairman. It was Proposed, Seconded and unanimously

RECOMMENDED: That Councillor Richard Vos be re-appointed Chairman of the Personnel Committee for the municipal year 2021/2022.

Councillor Vos took the chair and called for nominations for the position of Deputy Chairman. It was Proposed, Seconded and unanimously

RECOMMENDED: That Councillor Victoria Alcock be re-appointed Deputy Chairman of the Personnel Committee for the municipal year 2021/2022.

The Town Clerk advised that both appointments required the ratification of Council in July.

2) Apologies

Apologies for absence were received from Councillors Wall and Warren-Howles 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) Open Minutes of the Personnel Committee Meeting held on 16 February, 2021

RESOLVED: That the Open and Confidential Minutes of the Personnel Committee Meeting held on 16 February, 2021 be approved as a correct record.

The Chairman gave the Town Clerk permission to append his electronic signature to the minutes.

8) Terms of Reference and Calendar of Reviews

Both the Terms of Reference and Calendar of Reviews were unanimously recommended for approval and adoption.

9) Job Descriptions

The Job Descriptions of the Event Supervisor/Housekeeper, Civic Officer and Finance & Facilities Clerk were unanimously recommended for approval and adoption without amendment.

10) Leave Entitlement

The report was noted.

11) Working Arrangement of Staff Post Covid-19

It was recognised that Covid-19 has changed the working practices of the nation. Providing the office is adequately manned and the work gets done, members considered that home working should be permitted.

It was Proposed, Seconded and

RECOMMENDED: To accept hybrid working conditions for those who prefer to work from home but the Town Clerk will keep this under review and the Personnel Committee will consider the matter again at the next meeting,

12) Grading, Remuneration and Terms and Conditions of Employment

The report was noted.

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 13, 14, and 15 are not confidential and are therefore recorded as a continuance of these Open Minutes.

13) Employee Assistance Programme

In principle, members considered this an excellent proposal but required further investigative time to consider this or other similar schemes.

It was favourably noted that the programme would be open not just to employees and their immediate family, but also to members and their families (not minors).

On behalf of the committee members, the Chairman agreed to discuss the matter further with the whole Council and then advise the Town Clerk of the action required. The cost of the programme is within the Town Clerk's delegated powers for approval of expenditure.

14) Staffing Levels

A full and frank exchange of views ensued, and all were in agreement that the existing staffing level is sufficient when all is well, but if one member is absent right in the middle of the main holiday period, the strain on the remaining staff increases considerably.

It was also noted that there is a general lack of overall knowledge of the work undertaken and executed by a designated clerk who all become specialised in their field, making it difficult for others to 'just pick it up' if the 'specialised' clerk is absent.

The work of one employee, currently absent on sick leave, has been picked up by the Town Clerk and her team and all the important aspects of day-to-day Council business are covered.

There were suggestions that temporary staff, or 'virtual assistants' be engaged as a temporary measure but it was agreed that the Chairman and the Town Clerk would meet on Monday 5 July to discuss the way forward in the short and long term to determine workable staffing levels for all eventualities

15) Sickness and TOIL

The report was noted.

16) Town Clerk's Verbal Report

There were no verbal reports to convey.

17) Date of the Next Meeting

It was noted that the next meeting is at 6:30pm on 12 October, 2021 at the Town Hall or if held remotely, 6:00pm using zoom technology.