

STRATFORD-UPON-AVON TOWN COUNCIL

PERSONNEL COMMITTEE

16 February, 2021

Minutes

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Present:

Councillors:

Alcock	Vos (Chairman)
I Fradgley	Warren-Howles

Clerk: Town Clerk

Public: There were no members of public present

31) Apologies

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

Councillor Dowling was absent from the meeting.

32) Declarations of Interest

There were no declarations of interest.

33) Written requests for dispensation for disclosable pecuniary interests

There were none.

34) To grant any requests for dispensation as appropriate

There were no requests.

35) Public Participation

No one had registered to speak in Public Participation.

36) Open Minutes of the HR Committee Meeting held on 19 October, 2020

RESOLVED: That the Open Minutes of the HR Committee Meeting held on 19 October, 2020 be approved as a correct record.

37) Calendar of Reviews and Terms of Reference

The Chairman advised that he considered the calendar a useful document and it was unanimously approved and adopted.

As the Terms of Reference for the Personnel Committee had only been devised and approved in September 2020, it was considered that the Terms of Reference were fit for purpose and were unanimously approved and adopted.

38) Staffing Levels

It was noted that the current staffing levels are adequate.

Recognising that the Council has not considered a personnel succession strategy, it was agreed that members of the Personnel Committee would work-up a proposal which would be formally discussed at the next meeting in June.

39) Review of Job Specifications

A new job description had been issued following consultation with the employee, as a result of the changes to the committee structure. The new job description was considered fit for purpose and was unanimously approved and adopted.

40) Leave Entitlement

It was noted that the staff were generally working a shorter week to use up their leave entitlement by 31 March, 2021. It was clearly understood that there would be no question of carrying leave over to the next fiscal year.

41) Working Arrangements – Easing of Covid-19 Restrictions

Real concern was raised regarding the government's diktat of not extending the legislation to enable local authorities to continue holding virtual council and committee meetings.

This new way of working has been embraced by the sector and to revert to in-person meetings was considered detrimental, shelving the many benefits identified in the Town Clerk's Open Report.

At present, there is still uncertainty and the Town Clerk was unable to give hard and fast advice about how the Council would stand if Council members refused to attend meetings in person if they considered the environment remained unsafe.

The situation is being monitored and the Town Clerk is working closely with the Council's Health & Safety Consultant to ensure that we are ready and prepared for the return of meetings in the Town Hall as from 7 May, 2021.

The official reason why the legislation is not being extended is because it will require primary legislation and there is insufficient time to get this through parliament by 7 May.

There was no vote on this issue as the situation is currently nebulous. It was agreed that the Town Clerk would update the Council when there is any news on the outcome of the hard lobbying of government by the various organisations representing local authorities.

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 agenda items 7.7a), 8 and 9 4 are not confidential and are therefore recorded as a continuance of these Open Minutes. Items 7.6, 7.7b) and 7.8 are recorded in the Confidential Minutes.

42) Sickness Management

The report was noted. Members were pleased to hear that the four employees who had contracted COVID-19 had now fully recovered.

43) Town Clerk's Verbal Report

The Town Clerk had nothing further to report.

44) Date of the Next Meeting

Tuesday, 29 June, 2021 at 6:30pm at the Town Hall, or at 6:00pm if Council meetings continue to be held remotely.