

Church Stretton Town Council



Council Office
60 High Street
Church Stretton
Shropshire
SY6 6BY

Minutes of a meeting of the Personnel Committee held at 7pm on Thursday 3rd March 2022 in the Silvester Horne Institute.

Present: Councillors C Carson, S Davies, J Lawton (Chair), H Stowell, A Munro (ex-officio)

In attendance: Gillian Bailey, Locum Clerk/ RFO

PC.10 Apologies

There were no apologies.

PC.11 Declarations of Interest

Cllr A Munro declared an interest in item 11, recruitment of Grounds and Environmental Officer.

PC.12 Policies and Procedures

Councillors considered the number of policies which were in need of updating. It was agreed that this was a large task which might be more easily tackled by prioritising. It was agreed that the Locum Clerk and Chair would draw up a list of policies.

PC.13 GDPR

Councillors received three quotations for the provision of a DPO service. It was agreed that it may not be necessary to have a DPO, however it was recognised that the Council was short of staff to undertake this work.

It was unanimously **RESOLVED** to appoint Peter Malley at a cost of £900 to undertake a data audit and provide support and training to enable the Council to meet its responsibilities under the Data Protection Act 2018

PC.14 Staff Support

a) RoSPA Training for the Outdoor Team

Cllr Davies gave a verbal report.

It was unanimously **RESOLVED** that all members of the outdoor team should undertake the RPII Operational Qualification, which is a two day course with an examination.

b) Purchase of laptops / docking stations

Both the clerk and RFO laptops are quite old and failing. There will be a new member of the team who will need IT equipment. There is £4,000 allocated in ear marked reserves for IT equipment.

It was unanimously **RESOLVED** to purchase one laptop and docking station along with the required licences at a cost of £1,355 plus set up and installation time.

c) Staff Sickness

The committee discussed the impact of the lifting of Covid restrictions. It was agreed that the staff should treat Covid as any infectious illness (flu, stomach bugs) and remain at home. In the case of a family member testing positive, staff should speak to their manager to agree working arrangements.

d) Annual Leave

Some staff members have accrued a large number of days leave. Members discussed the issue at length and it was recognised that there were exceptional circumstances caused by staff not taking leave during the lockdown and as a result of the other staffing challenges the Council has had over the last 18 months.

It was proposed by Cllr Lawton, seconded by Cllr Munro and **RESOLVED** that in this one off, exceptional circumstance, staff would be offered payment in lieu of holiday for half of the balance of annual leave as of 31st March and carry forward the other half. Cllr Stowell abstained.

It was noted that staff should plan to ensure any leave carried forward is taken.

PC.15 Appraisals

Some members of staff have already received their appraisal forms.

It was agreed that 'interim' appraisals would be conducted by Cllr Lawton, Office Manager and Cllr Munro, Outdoor Team

PC.16 Volunteer Forms

It was agreed to add tick boxes for the preferred methods of contact, and to make it clear that we will not share the personal data of volunteers with other organisations.

With these amendments it was **RESOLVED** unanimously to approve the volunteer forms.

PC.17 Confidential Items

It was **RESOLVED**, under the Public Bodies (Admission to Meetings) Act 1960 S1(2), exclude Public and Press due to the confidential nature of business which may arise relating to Staffing and Property or as determined by the Town Council.

PC.18 Minutes

It was **RESOLVED** unanimously to approve the minutes of the Personnel Committee held 12th January 2022.

PC.19 Office Manager a) Job Description: Office Manager

Members reviewed and **RESOLVED** to approve the job description for the Office Manager.

b) Benchmarking Process

Members received information on the benchmarking process undertaken by Cllr Lawton. It was agreed that the office manager positions sits in a Scale 4 (SCP 7-12) range. **c) Salary**

Scale

It was **RESOLVED** that the position of Office Manager would start at SCP 8 as of 1st April 2022.

d) Office Opening Hours

Following discussion it was agreed to revise the opening hours to 10am to 1pm and 2pm to 4pm.

This will allow staff time to clear their desks before leaving for the evening.

It was agreed to ask the office manager to note visitors to the office to enable the Personnel Committee to have a clearer idea whether further changes might be necessary.

PC.20 Recruitment

a) Applications

The Locum Clerk reported that there had been a number of applications for both posts.

b) Interview Dates

It was agreed that interviews would take place:

Wednesday 23rd March – Grounds and Environmental Officer

Friday 25th March – Deputy Clerk / Communities Officer

c) Interview / Shortlisting Process

It was agreed to appoint panels for each post as follows:

Grounds and Environmental Officer: Cllr Luck, Cllr Carson and Gillian Bailey with Ed Andrews

Deputy Clerk, Communities Officer: Cllr Lawton, Cllr Munro and Cllr Foulkes with Gillian Bailey.

It was agreed that:

- Panels would shortlist using the template provided.
- Both panels would meet to discuss highest scoring candidates and agree interview candidates
- Panels to agree questions and interview format.

PC.21 Locum Clerk and RFO

It was **RESOLVED** to offer the Locum Clerk / RFO a contract until 30th June 2022 at salary scale SCP 39 working 30 hours per week.

PC.22 Date of Next Meeting

To be agreed.

There being no further business the meeting closed at 21:50

Approved and Signed 30th March 2022 PC 28

As a true and accurate record of the meeting.