

Church Stretton Town Council



Council Office
60 High Street
Church Stretton
Shropshire
SY6 6BY

Minutes of the Meeting of the **Personnel Committee** held on
Wednesday 22nd September 2021 at 7.00 p.m. in the Silvester Horne Institute

Committee members: Cllrs. Julie Lawton (CHAIR of PERSONNEL), Sheila Davies (VICE CHAIR), Colin Carson, Andy Munro (Ex-officio - CHAIR OF COUNCIL)

In attendance: Dr Kate Howe (Town Clerk)

1.	There were no APOLOGIES received.
2.	There were no DECLARATIONS OF INTERESTS offered.
3.	STAFFING UPDATE Chair of Personnel provided a verbal report . The new Clerk had met with all staff individually, responded to their concerns, investigated current staffing arrangements and workloads. There are 2 agency staff – Amenities Officer and Admin Assistant – accruing additional agency fees. ██████████ is currently self-employed as Finance Consultant contracted 20 hours per week. To act as RFO for council she must be an employed member of staff. Cleaner ██████████ is self-employed. The cleaning contract has not been tendered since 2012. ACTION: Clerk to arrange for cleaning contract to be tendered.
4.	STAFFING NEXT STEPS a) Suggested Future Staffing Plan The Clerk had undertaken research on similar sized council's organograms, staff functions and costs which were offered as comparison. One potential new structure was circulated with details of job functions and experience required to be used as a discussion tool. This plan consisting: <ul style="list-style-type: none">• Full time Town Clerk – current contract• RFO - 20 hours a week – new contract• Assistant Clerk / Communities Officer 23-37 hours a week (depending on available budget) - new contract• Full time Officer Manager – current contract – new role definition• Committees Officer – 12 hours a week – new contract• Full Time Outdoor Officer – new contract• 2 x Full Time Groundsmen / Maintenance Workers – current contracts Members agreed a decision on staffing preference was required to inform budgets and decisions on replacement plant. Council's appetite for keeping core services in-house / contracting out to be determined urgently.

	<p>Cllr Davies proposed and Cllr. Carson seconded the RESOLUTION to offer ██████████ a 6-month RFO contract at SCP 27. ACTION: Clerk to offer job and prepare contract documents.</p> <p>b) Contract for ██████████</p> <p>i) Background regarding ██████████ temporary appointment and subsequent inclusion on payroll was explained. Council’s intention to employ ██████████ permanently was clearly evidenced.</p> <p>Committee RESOLVED ██████████ must be given a formal contract commencing 1st April 2020.</p> <p>ii) Salary Review & Salary Point</p> <p>Committee RESOLVED ██████████ be awarded a spinal point increase from SCP2 to 3 from 1st April 2021 (following one year’s permanent employment). This to be paid as backdated pay.</p> <p>Committee RESOLVED a policy of paying all staff as a minimum the Living Wage (since established in May 2021).</p> <p>ACTION: Clerk to produce contract documents and letter of appointment.</p>
5.	<p>NEW EMPLOYEE HANDBOOK</p> <p>Members were unanimously unimpressed with the tone and content of the document. It requires a significant re-write and additions covering performance management and staff appraisals. 2 options - either investment of Clerk’s time to update current document or commission new Handbook from alternative HR provider.</p> <p>ACTION: Clerk to obtain quotes from Shropshire Council HR and ██████████ CHARM for new Staff Handbook and HR support.</p>
6.	<p>STAFF & COUNCILLOR DEVELOPMENT & TRAINING</p> <p>Members were unanimously supportive of investment in Staff and Councillor Development and Training as detailed in document supplied.</p> <p>Committee RESOLVED that training of Staff and Councillors commence without delay.</p> <p>ACTION: delegated to Clerk to arrange training as required for current permanent staff and councillors.</p> <p>ACTION: Clerk to obtain quotes and identify training providers to produce budget for Council to note.</p>
7.	<p>STAFF WORK & WELFARE FACILITIES</p> <p>Committee reminded legislation requires employers provide staff 20 min break in any 6 hours, our contracts require staff take 30 min unpaid break. Clerk encouraging staff to move away from pc / equipment during this time. Kitchen available for staff breaks. Staff advised must record ½ hour lunch break if they are given opportunity to take one. If not given opportunity, alert Clerk immediately. Hence, Councillors asked to promote good practice by respecting office open hours and keeping kitchen free at break times. Please use SHI if impromptu meeting rooms are required.</p>
8.	<p>ITEMS FOR NEXT MEETING:</p> <ul style="list-style-type: none"> • Further discussion on priorities of permanent appointments for organisational stability and to save agency costs • HR Contract and Staff Handbook
9.	<p>DATE & LOCATION OF NEXT MEETING – NOTE afternoon meeting at 2pm Wednesday 20th October 2021 in Silvester Horne Institute</p>