

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 30th March 2022 in the Silvester Horne Institute.

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

In attendance: Gillian Bailey, Locum Clerk/ RFO

PC.23 Apologies

Apologies from Cllr S Davies were received and accepted

PC.24 Declarations of Interest

There were no declarations of interest

PC.25 Policies and Procedures

Cllr Lawton has reviewed the existing Church Stretton Town Council disciplinary and grievance policies and procedures alongside templates from NALC and Peninsula.

The committee reviewed each of the policies making minor changes.

It was unanimously **RESOLVED** to recommend the adoption of the NALC template disciplinary policy and procedure and a grievance policy and procedure, as amended by the committee, to Full Council.

PC.26 GDPR

Councillors received a GDPR audit report prepared by DM Payroll Services. It was agreed that it was a comprehensive and useful report and that recommended actions should be undertaken as soon as possible.

Councillors reviewed the following policies:

- a) Data Protection Policy
- b) Document Retention Policy
- c) General privacy notice
- d) Grant privacy policy example
- e) Hire agreement privacy policy example
- f) Interment form with privacy policy
- g) Subject access request
- h) Security breach protocol
- i) Security breach notification form

j) Staff and member privacy policy

It was unanimously **RESOLVED** to recommend adoption of these GDPR policies to Full Council.

PC.27 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.28 Minutes

It was unanimously **RESOLVED** to approve the minutes of the Personnel Committee held 3rd March 2022.

PC.29 Staff Support

a) Feedback from appraisal discussions with staff

Cllr Lawton gave a verbal report on her meeting with the Office Manager.

b) Training needs

Training opportunities were identified as:

- Introduction to Local Councils (iLCA)
- IT refresher

PC.30 Recruitment

a) Grounds and Environmental Officer

The committee reviewed the interview notes and scores. It was agreed to offer the position to the candidate as recommended by the interview panel.

b) Deputy Clerk / Communities Officer

Four candidates were interviewed on Friday 25th March. The fifth candidate had tested positive for covid. It was agreed to postpone this interview until the 1st of April.

It was unanimously **RESOLVED** to delegate the appointment to the post of Deputy Clerk / Communities Officer to the interview panel.

The meeting was suspended at 5.30pm until 6.30pm

PC.31 Contracts

The committee reviewed the suggested standard contract for Church Stretton which is based on example contracts from NALC and from Peninsula.

It was agreed to:

- Change the probationary period to 6 months
- Hours of work to be job specific.
- Specify 'core' hours where staff may be required to work flexibly (eg evening meetings)
- Additional hours should be taken as time in lieu, in some exceptional circumstances these may be paid by agreement.

- Remove link between salary scale and CiLCA qualification
- Notice period to be 3 months for the clerk

PC.32 Town Clerk

It was agreed to defer this item.

PC.33 Update on Staffing Matters

The committee discussed advice given on responding to a recent subject access request. It was agreed that a working group would meet to collate the requested information.

The committee received a verbal update on an ongoing staffing matter.

There being no further business the meeting closed at 19.30

Signed by

Date.....

As a true and accurate record of the meeting.

