



Church Stretton

Town Council

Minutes of a meeting of the Personnel Committee held on Tuesday 16th August at 9.30am in the Silvester Horne Institute

Present: Cllr. J. Lawton (Chair), Cllr. A. Munro, Cllr. S. Davies, Cllr. C. Carson,
Cllr. H. Stowell

In Attendance: Cllr. B. Welch, Cllr. J. Burns

PC.10 Apologies

Apologies from Gillian Bailey were received and accepted. Cllr Welch kindly agreed to take minutes of the meeting.

PC.11 Declarations of Interest

There were no declarations of interest.

PC.12 Minutes

It was **resolved** to accept the minutes of the meeting held 5th July 2022 as a true record. Chair to sign the minutes.

PC.13 Town Clerk

The Locum Town Clerk has confirmed that she wishes to stand down as but to continue as Responsible Finance Officer (20 hours per week). The Committee discussed the merits of appointing another Locum as opposed to making a permanent appointment at this stage. Subject to the advice of the solicitor, should the Committee decide to advertise for a permanent replacement (30 hours per week), Cllr. Lawton proposed a recruitment timetable, starting on 5th September, with the aim of having a successor in post by November 21st.

It was proposed by Cllr. Munro, seconded by Cllr. Davies and **PC 22/23 006 resolved** that Cllr. Lawton would draw up and circulate a job description to Committee Members, not requiring prior CiLCA qualification to allow for a wider recruitment field.

PC.14 Real Living Wage

Cllr. Lawton advised that two staff members were employed at NJC SCP3 (£9.82 per hour), which is lower than the revised Real Living Wage of £9.90 an hour.

It was proposed by Cllr. Munro, seconded by Cllr. Davies and **PC22/23 007 resolved** to regrade two staff members as recommended by the Chair.

These increases are to take immediate effect and to be backdated to July 1st, the month the Council formally agreed that all staff should have the Real Living Wage.

This will be kept under review and will be amended, as necessary, if the Real Living Wage is further increased shortly.

PC.15 Training

The Committee considered the training requested by staff members. It was proposed by Cllr. Davies, seconded by Cllr. Carson and **PC 22/23 008 resolved** to approve the following training:

Deputy Clerk, CiLCA, Budget Preparation and Managing Projects
Outdoor Team (x3), Use of chippers shredders
Sam Gillard, Apprenticeship (now level 3)

It was agreed that an audit of office-based IT systems, along with support to develop staff IT skills, could ultimately save staff time.

PC.16 Confidential Items

It was proposed by Cllr. Davies, seconded by Cllr. Stowell and **resolved** to exclude Public and Press to enable discussion of confidential matters.

PC.17 Recruitment

One member of staff has been employed on an agency basis for three years. It was agreed to formalise this post as Finance and Committees Officer at a scale of SPC 5-6 (job description attached).

It was proposed by Cllr. Munro, seconded by Cllr. Davies and **PC 22/23 009 resolved** that the post of Finance and Committees Officer should be advertised internally and filled as soon as possible.

PC.18 Outdoor Team

a) It has not been possible to make an appointment to a supervisory role for the Outdoor Team after two rounds of advertising. In the absence of this role, the Deputy Town Clerk has assumed this responsibility. To date, this has worked well.

It was proposed by Cllr. Davies, seconded by Cllr. Munro and **PC 22/23 010 resolved** to formalise the supervisory role for the Outdoor Team of the Deputy Clerk and award an honorarium to the Deputy Town Clerk at the conclusion of this temporary arrangement.

b) Following a detailed discussion. It was agreed that any requests for training to assist staff members with career progression would be considered positively.

- c) Members considered a report detailing various options to strengthen the Outdoor Team. It was agreed that priority had to be given to direct hands-on support of staff and of essential tasks, such as safety checks.

It was agreed that Cllr. Lawton would discuss with the Locum Town Clerk a revised job description along with options for filling that post.

PC.19 Update on Staffing Matters

Cllr. Lawton shared concerns which had been raised regarding the security of the tennis pavilion and the need to provide the outdoor team with a quiet rest area. It was agreed that Cllr. Lawton would visit the tennis pavilion the following morning to gather further information with a view to resolving the situation as soon as possible.

There being no further business the meeting closed at 12.25pm.

Signed

Date

Approved