

**STROUD TOWN COUNCIL**

**Minutes of the meeting of**

**PERSONNEL COMMITTEE**

**12<sup>th</sup> November 2018 at 7.30pm**

Present: Cllrs Campbell and Green (Chair)

In attendance: Helen Bojaniwska (Clerk)

**1. Apologies**

Apologies for absence were received from Cllr Cranston.

**2. Declarations of Interest and Requests for Dispensations**

There were no declarations or requests.

**3. Questions from the public**

There were no questions.

**4. Minutes**

The minutes of the Personnel Committee meeting held on 17<sup>th</sup> August 2018, having previously been circulated, were **approved** and signed by the Chair.

**5. Personnel Handbook**

The Committee reviewed draft amendments to the Personnel Handbook and approved: the inclusion of new sections relating to unpaid leave, equal opportunities, performance improvement and an employee code of conduct; and an amendment to the Grievance Policy necessitated by the "Ledbury case".

**6. Stress risk assessment**

The Committee reviewed and updated a draft stress risk assessment. The Clerk was asked to review the assessment with the Green Spaces Manager.

The Clerk was requested to research options for providing more office space.

**7. Training and Development policy**

The Committee reviewed and updated a draft Training and Development policy. The importance of developing Councillors as well as staff was noted. It was **agreed** to recommend approval of the policy to Council.

**8. Dignity at Work/Bullying and Harassment policy**

The Committee reviewed and updated a draft Dignity at Work/Bullying and Harassment policy. It was **agreed** to recommend approval of the policy to Council.

**9. Exclusion of press and public**

**It was resolved** in view of the confidential nature of the business to be transacted that the press and public be excluded from the remainder of the meeting.

**Action**

Clerk

Clerk

Clerk

Clerk

Clerk

**10. Interim staff**

The Committee reviewed a request from the Clerk for interim staffing to support the transfer of the Subscription Rooms from Stroud District Council. It was noted that the project was impacting on workloads/stress levels and affecting other Council priorities.

It was **resolved** to recommend to the Finance, Community and Policy Committee a budget of up to £15,530 for interim staff.

Clerk

**11. Salary increments**

The Committee **approved** one contractual and two discretionary scale point increments.

Clerk

**12. Training requirements and budgets**

The Committee considered a report on staff training requirements. It was **agreed** to support training plans recommended by the Clerk and noted that no increase in training budgets would be required.

Clerk

**13. Job description**

The Committee **approved** a change to the Project Officer job description.

Clerk

The meeting ended at 9.30pm.

Chair.....

Date.....