

**STROUD TOWN COUNCIL**

**Minutes of the meeting of**

**PERSONNEL COMMITTEE**

**16<sup>th</sup> March 2018 at 10am**

Present: Cllrs Cranston, Green (Chair) and Schoemaker

In attendance: Helen Bojaniwska (Clerk)

**1. Apologies**

There were no apologies for absence.

**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 13<sup>th</sup> November 2017, having previously been circulated, were approved and signed by the Chair.

**5. 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.

**6. Unpaid leave**

The Committee **approved** a request for unpaid leave. The Clerk was requested to draft a policy on unpaid leave for consideration at the next meeting.

**7. Time off in lieu policy**

The Committee confirmed that the existing policy does not cover travelling time for attendance at evening meetings or weekend working.

The Clerk was asked to monitor the number of hours worked outside of normal working hours by members of the Green Spaces team and report back to the next meeting.

**8. Trial fundraising role**

The Clerk reported on the trial and the Committee considered proposals for a new role focusing on community development work. The Clerk was asked to develop a job description for consideration at the next meeting.

**9. Review of new roles**

The Clerk reported that the new office based roles had been highly successful and contributed to greater capacity in the office team.

**Action**

Clerk

Clerk

Clerk

It was noted that following a busy transitional period for the Green Spaces team, during which efforts have been focused on putting in place new contracts and organising a move to a new depot, in the coming year there will be greater opportunities for the Rangers to develop their roles and for more responsibility to be delegated to them.

The meeting ended at 11.30am.

Chair.....

Date.....