

STROUD TOWN COUNCIL

Minutes of the meeting of

PERSONNEL COMMITTEE

13th November 2017 at 7.30am

Present: Cllrs Cranston, Green (Chair) and Schoemaker

In attendance: Helen Bojaniwska (Clerk)

Action

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 6th January 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. Staff training and development

The committee discussed potential policies on staff training and development. The Clerk was requested to draft a policy for consideration at the next meeting to include policies on: career progression, performance management, training, repayment of training costs and continuing professional development.

Clerk

The Clerk was also requested to draft a community engagement policy.

Clerk

It was **agreed** to conduct a review of the new roles created in 2017 in April 2018.

Clerk

7. Fundraising role

The Committee received an interim report on the fundraising role, which was being trialled for a year. It was **agreed** to conduct more research to inform decision making on the future of the role at the next meeting.

8. Extended information service

The Committee considered a discussion paper on the potential for the Council to offer an extended information service including provision of tourist information.

It was **agreed** to recommend to the Finance, Community and Policy Committee that an invitation is made to Stroud District Council offering

Clerk

support to review the future of the tourist information service aimed at securing significant cost reduction and for the outcome to be reported back to the next available full Council or Finance, Community and Policy Committee meeting.

9. Job descriptions

Updated job descriptions for the Assistant Clerk, Administration Officer, Green Spaces Manager and Town Clerk were **approved**.

Clerk

10. Working hours

It was **agreed** to increase the contracted working hours for the Finance Administrator with effect from 1st December 2017.

Clerk

The town clerk left the meeting.

11. Town Clerk pay scale

Following an independent review it was agreed to increase the salary scale for the Town Clerk role to SP48 to 51 on the national salary scale with effect from 1st November 2017.

Clerk

The meeting ended at 10pm.

Chair.....

Date.....