

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 3rd January 2019

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matt Stringer (Vice-Chairman)
Clive Parkinson
Shirley Holloway
Maggie Tyrrell

Louise Powell (Town Clerk)

1. **To receive any apologies for absence**

Angela Symonds (out of Thornbury)

2. **To receive any members declarations of interest**

None.

3. **To receive any representations from the public**

None.

4. **To consider the minutes of the meeting held on 19.07.2018 and any matters arising from them**

There were no matters arising

5. **To resolve that due to the confidential nature of the matters to be discussed that the public and press be excluded from the remainder of the meeting and that it be conducted in private.**

It was resolved to conduct the remainder of the meeting in private due to the confidential nature of the matters to be discussed.

6. **To consider the scope of the Deputy Clerk role and the timetable for recruitment**

The Clerk referred to the paperwork that had been distributed with the agenda. It was explained that the salary for the position had been reviewed by a representative from ALCA. They had suggested a significantly lower salary than we currently pay. The Clerk explained that she had discussed this with the representative and we had proposed that as we had reviewed the Job Description based on a number of comparative roles from other Councils and they were paid slightly higher than the ALCA rep was recommending then we are proposing that the salary is based in between what we currently pay and what the ALCA rep was recommending. This could also be justified in that the role is slightly different as payroll would no longer be done by the Deputy Clerk and the Armstrong Hall Supervisor is reporting directly to the Clerk. The ALCA representative had agreed that this seemed fair.

The Committee agreed and approved that the recommended salary be used for the advert. This would be proposed to Full Council next week.

Councillor Parkinson suggested that the essential requirement in the job description for work experience in a local Government/ Town or Parish Council setting should be changed to a desirable requirement. The Committee agreed and the Clerk will amend this before issuing.

7. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)

The Clerk reported that there had been a request through the appraisal system for 'Sage' training from 5 members of staff. We have investigated this and found that Sage run a training package where by one of their training staff come to your office and spend a total of six hours with you.

We would speak to one of the trainers prior to the day about what we want to learn, and he/she will put together a training package to suit us, we could incorporate both basic and advanced training in the same day.

Costing: They are based in Newcastle so their travel expenses etc are considered, but they came back with a figure of £1,224 plus VAT which covers five members of staff (or more if we want) (£245 each).

The Clerk explained that this training is necessary given that three staff only really know very basic Sage and all the staff are self-taught. We could be getting much more out of the package than we currently do. The Clerk said this is currently within the training budget for the year.

The Committee agreed that seemed a good option and approved the request.

8. To receive an update on any general staffing matters or consider any other matters on the grounds of urgency

The Clerk reported that four staff have now returned to work following long term sickness and occupational health review and recommendations. She reported that we currently have one staff member off on long term sickness and she was reviewing the implications of this.

With regard to Armstrong Hall Staff, the Committee commented that it would be useful if Cllr Emmerson were to be invited to sit on the Committee. As the Trust ask the Council to manage the Armstrong Hall staff, the most appropriate place to discuss staffing issues would be at this Committee. It was agreed that Cllr Emmerson would be asked to join the Committee.