

## THORBURY TOWN COUNCIL

### **REPORT** of the Meeting of the Staffing Committee Held on 4<sup>th</sup> July 2019

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*Present:* Cllr: Guy Rawlinson (Chairman)

Cllrs: Angela Symonds  
Shirley Holloway  
Helen Harrison  
Maggie Tyrrell  
Jayne Stansfield

Louise Powell (Town Clerk)

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1. **To receive any apologies for absence**  
Matt Stringer- out of Thornbury
2. **To receive any members declarations of interest**  
None.
3. **To receive any representations from the public**  
None.
4. **To approve the minutes of the meeting held on 23.05.19 and any matters arising from them**

The report was approved.

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 staffing matters and workload issues**

Having discussed a staffing matter the conclusion that was agreed, required a financial solution which will be referred to Finance and Policy Committee. The Clerk reported that the locum RFO is tying up matters in relation to year end that will be presented at the next Council meeting. After that, the arrangement with the locum will end unless we need any assistance with queries from the external auditor. The Clerk reported that there had been a difference uncovered in Statutory leave in staff contracts. The Committee voted to give everyone the same allowance as new contracts are issued.

**7. To update on the Appraisal process for this year**

The clerk reported that the outside staff have all had their appraisals, the Clerk had agreed with the new Hall Project Manager that the hall staff appraisals will be held with the two of them. The Office Staff will hopefully be programmed over the summer.

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

The Clerk reported that the new Hall Project Manager would be attending the Personal Licence course and will also be attending a fundraising course along with the Chair of the Armstrong Hall Redevelopment Working Group.  
All office-based staff will be receiving training in the new financial software package and there will be a range of staff attending the PAT training course in the next few months.

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

The Clerk stated that unfortunately we have just received a resignation letter from one of the Grounds staff. The resignation letter was discussed, and the Council were sad to hear the news but wished the staff member every success in their promotion. The Clerk reported that the vacancy has been advertised and the interviews will take place in early August.