

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 5th February 2019

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matt Stringer (Vice-Chairman)
Clive Parkinson
Shirley Holloway
Benj Emmerson
Angela Symonds
Bob Griffin (observing)

Louise Powell (Town Clerk)

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

None.

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 03.01.2019 and the extraordinary meeting of 24.01.19 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 receive feedback from the Deputy Clerk recruitment panel**

The Clerk informed the Committee that the panel had interviewed three candidates and there were two strong candidates but the chosen candidate for appointment had been scored higher by all the panel and showed more depth and experience in their answers. The Committee were pleased to hear that the position will be offered to the chosen candidate.

7. **To update on staff absence and workload pressures**

The Clerk reported that the cover that had been agreed by Council to assist with the work due to staff absence would be starting on 7th February and would be initially available for around 1 day per week, this may increase if we require more support and if the person is available.

The Clerk reported that some issues had been raised through the audit so far that we may need some assistance with, and she would discuss this with the support cover.

The Committee noted that workloads were still large and that all staff have been very supportive but are struggling to keep up due to the current situation.

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

The Clerk reported that we have delayed the approved SAGE training until all staff could be present.

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

There were no further issues.