

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 5th March 2020

Present: Cllrs: Guy Rawlinson – Chairman
Matt Stringer (Vice Chairman)
Maggie Tyrrell
Helen Harrison
Jayne Stansfield
Angela Symonds

Louise Powell (Town Clerk)

1. To receive any apologies for absence

Shirley Holloway- Indisposed

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 23.01.20 and any matters arising from them

The report was noted by Committee, having previously been approved at Council. There were no matters arising that were not on the agenda.

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 review the Clerk's appraisal form and agree objectives for the coming year

The Clerk's appraisal form had been completed with the Clerk, Chair of Staffing and Chair of the Council. The last section to prepare is objectives for the coming year. The Chair of Staffing asked the Chairman of each of the Committees to prepare 2-3 objectives in conjunction with the Clerk.

The draft objectives were discussed. It was agreed that the objectives should be agreed by full Council so a refined list will be circulated and will accompany this report for discussion at the next Council meeting.

7. To discuss the outcome and recommendations of a staff grievance

The Clerk circulated the recommendations as a result of an investigation into a staff grievance. The Clerk said she had been concerned at the findings and that she strongly recommended the actions needed to be implemented as soon as possible to prevent further staff duress. The Committee acknowledged that the Council had to act as a responsible employer in this matter and as such the Management Committee would need to discuss and implement actions in response to the matter.

8. To agree the process and timetable to recruit a Responsible Finance Officer

The Clerk suggested that now the new accounting system was nearly in place and working as it should she could revisit the job description for the RFO. It was agreed the Clerk would do an initial draft for discussion at the next meeting.

9. To receive an update on any general staffing matters

The Clerk reported that the last few weeks had been significantly busy in the office due to the audit and staff sickness. The Clerk will be issuing a notice about the Council's response to the Coronavirus and was seeking advice on actions we need to take as a result of it.

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

The Clerk reported that there are a few areas outstanding with regards to training that we are looking into courses for and arranging training for our new staff members.

11. To consider any matters on the grounds of urgency

There were none.