

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 12th September 2019

Present: Cllrs: Matt Stringer (Vice Chairman)
Shirley Holloway
Maggie Tyrrell
Jayne Stansfield

Louise Powell (Town Clerk)

1. **To receive any apologies for absence**
Guy Rawlinson – Out of Thornbury
Angela Symonds- Indisposed
Helen Harrison- Another commitment

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 04.07.19 and any matters arising from them**

The report was nominated for approval by Jayne Stanfield, seconded by Maggie Tyrrell and unanimously agreed.

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 discuss staff vacancies**

The Clerk reported that we had struggled to fill the outside staff vacancy, she explained the options going forward and these were approved.

The Clerk reported that the Responsible Finance Office vacancy was currently being reviewed and we would wait until the new financial system has bedded in before recruiting in the new year. Approval was given for the current locum to continue.

7. To consider staffing matters and workload issues

Given the difficulty in recruiting to the outside position, the Clerk reported that the outside team have been very short staffed over the summer, as there have also been the watering requirements. Staff have covered extra weekends and done extra hours to keep up but that there were some areas where we have not been able to do or keep up with. We hope to resolve this as soon as we are able.

The recruitment issue has also taken up considerable time for office staff. The introduction of the new finance system has led to the staff being very busy and stretched over the past few months. Hopefully we will see the benefits in the next few months.

8. To update on the Appraisal process for this year

The Clerk reported that she only had the Deputy Clerk's appraisal left which was booked in for the following week. She stated that temporary staff and casual staff had not had appraisals and that her appraisal and that of the Armstrong Hall Project Manager were outside of her remit.

A table summarising the outcome of the appraisals was circulated and will be sent to those not present. Overall it was very pleasing that Staff generally seem happy and content and most issues have or are being addressed.

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

The Clerk presented a table which showed the training requested by staff members during the appraisal process. She will also draw up a table of mandatory courses that need to be delivered.

We currently have courses planned for first aid and all staff that recently attended the PAT testing course had passed the qualification.

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

There was nothing further to be addressed.