

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 23rd January 2020

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

Louise Powell (Town Clerk)

1. To receive any apologies for absence

Shirley Holloway- Indisposed
Angela Symonds- 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 24.10.19 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 note new staff members

The Clerk reported that unfortunately we had lost two outdoor staff members in November and December, this had left us very short-staffed over the Christmas period. We have however managed to rapidly recruit to the roles. One candidate has come via the agency and started on 13th January and the other we recruited through interviews started on January 8th. Both seem to be settling in well.

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

The Clerk reported that a meeting had occurred with a staff member, following a few incidents and a letter of concern had been issued.

The Clerk reported that a grievance had been submitted by a member of staff that was currently being investigated.

8. To discuss staff contract issues

An issue has been raised by a staff member which connects to their contract. Options to address the issue were being investigated and it may lead to a revision of the contract in the long term.

9. To review the Clerk's appraisal form and consider draft 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 objectives should reflect broad tasks for Town Hall staff. Whilst, for example the Deputy Clerk is the prime point of contact for Environment and Playing Fields & Cemetery, the Clerk has overall responsibility and therefore has to balance workloads for all our staff.

The Committee will discuss the full set of objectives at the next Staffing Committee meeting to ensure that they are balanced across the Councils overall objectives. Committee members were asked to forward them to the Chair of Staffing by the 7th February.

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

The Clerk reported that a member of staff was attending a course on 'how to handle awkward customers.' The Clerk reported that as we have new ground staff there will be a requirement to spend on new training such as weed spraying which is around £400 per person. There are also a few areas outstanding with regards to training that we are looking into courses for.

11. To consider any matters on the grounds of urgency

There were none.