

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 23rd May 2019

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matt Stringer
Shirley Holloway
Helen Harrison
Maggie Tyrrell
Jayne Stansfield

Louise Powell (Town Clerk)

1. **To receive any apologies for absence**
Angela Symonds- another commitment
2. **To receive any members declarations of interest**
None.
3. **To receive any representations from the public**
None.
4. **To elect a Vice Chairman of the Staffing Committee**
Guy Rawlinson proposed Matt Stringer for Vice Chairman, Shirley Holloway seconded it, and all were in favour.
5. **To consider the minutes of the meeting held on 18.04.19 and any matters arising from them**

The Clerk reported that our Cleaner at the Armstrong Hall had requested and been offered the extra hours to cover the cleaning vacancy at the Town Hall.
6. **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.
7. **To receive an update on the Hall Project Manager recruitment process**

Guy Rawlinson reported that a panel involving Councillor Clive Parkinson, The Clerk and himself had interviewed for the post and offered the position to the best candidate. The successful candidate had come for a further visit to the office and Hall yesterday and had also met the Armstrong Hall Project Board. He had accepted the position and we were progressing the contract and paperwork with him. He has a background in

Project Management, in particular in the education and NHS areas and we hope he will start on July 15th.

8. To update on staff absence and workload pressures

The staff member concerned returned to work on 7th May, however it was not yet known if there would be further absence following this return. It had been agreed that the cover officer and the Clerk would continue to work on the end of year paperwork for continuity and to allow the staff member to catch up. Following a meeting of the audit sub-committee, the Clerk was investigating a new accounts package as the system we currently have is just not suitable, this has now been agreed with the returning staff member.

The new administrator started on 23rd April. Although we have filled vacancies it should be noted that there will be induction periods for several of the staff members and also time needed to explain new responsibilities etc. As a consequence, workloads were still large.

9. To discuss a new staff vacancy

The Clerk reported that one of our Groundsman has given notice. The Clerk and Deputy Clerk had already advertised as this is a busy time of year for the outside staff as watering for 'in bloom' will soon be starting. The Clerk agreed to report back at the next meeting.

10. To update on the Appraisal process for this year

The clerk reported that no further appraisals had yet taken place due to time constraints, but appraisals will take place over the next few months as staff time is available.

11. To update on a complaint investigation

The Clerk reported that the outcome of the investigation was that a written warning had been issued. This will remain on file for a year.

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

The Clerk reported that the First Aid courses continue to be pursued and we will be looking for a course for the staff who had not yet had manual handling training. New requests will be considered after this year's appraisal process.

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

There were no further matters.