

## **THORBURY TOWN COUNCIL**

### **REPORT of the Meeting of the Staffing Committee held on 10 September 2020 via Zoom**

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

Louise Powell (Town Clerk)

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**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 note the report of the meeting held on 14.07.20 and any matters arising from it**

The report was noted by Committee, having previously been approved at Council. 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 monitor the Council's Covid-19 policy and risk assessment**

The Council had asked the Staffing Committee to monitor the Covid-19 policy and risk assessment. It was noted that this had now been presented to all Staff. There were some concerns from some of the staff who are not used to some of the procedures that are being used. It is hoped these concerns have now been allayed and staff understand that things are produced for their safety.

**7. To note the 2020-2021 National Salary Pay Award**

It was noted that the award was 2.75% increase. This would be back dated as per staff contracts. It was agreed that staff who had recently left Council employment would be paid money owed.

**8. To consider implications of a staffing matter**

A complex staffing matter has arisen. The options going forward were discussed and an initial way forward was agreed. It was acknowledged this issue may need to be discussed at other Committees going forward.

**9. To receive an update of a disciplinary case**

The Clerk informed the Committee that an appeal had been heard and the original sanction had been upheld.

**10. To receive an update on any general staffing matters**

The Clerk reported that she had been disappointed to see some comments about the Council in the gazette that were unfounded and that she would be responding to outline the facts.

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

The Clerk had circulated the draft Job Description and after discussion it was agreed this would be advertised as soon as possible. It was agreed that the Chair of Staffing Committee, the Chair of Finance and Policy and the Clerk would form the interview panel. The Clerk would circulate potential dates to those involved.

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

The Clerk reported that there are areas outstanding with regards to training that we are looking into courses for and arranging training for our new staff members. One of the staff had taken on full responsibility for training at the recommendation from our health and safety advisors. She has already looked into arranging some of the mandatory courses to be carried out online using laptops and headphones. She was also liaising with the ICCM to arrange the essential courses for our cemetery workers. The Clerk informed the committee that the budget for training is likely to need increasing as there is a considerable amount of essential training that is legally required that has not been done before.

**13. To consider any matters on the grounds of urgency**

There were none.