

## **THORBURY TOWN COUNCIL**

### **REPORT of the Meeting of the Staffing Committee held on 29 October 2020 via Zoom**

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*Present:* Cllrs: Guy Rawlinson – Chairman  
Matt Stringer (Vice Chairman)  
Maggie Tyrrell  
Clive Parkinson  
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 10.09.20 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 Clerk reported that she had reviewed the risk assessment and there were no required changes at this time. We are watching carefully for any changes in our 'tier' status or Government guidance and would review the documents again if anything was announced.

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

The Clerk proposed a way forward on this matter which will involve changing a job description and pay grade. The proposed changes were

agreed. It was agreed to refer the remaining issues in the matter to Finance and Policy Committee.

**8. To consider extra hours worked by staff during COVID**

A proposed way to handle this was proposed and agreed unanimously. It is hoped that if we are to face a lockdown or similar situation, we would be able to respond much more easily because of the work done so far.

**9. To discuss the staffing review paper produced by the Clerk**

Recommendations from the paper regarding a staff contract were unanimously agreed.

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

There were no new matters to discuss.

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

The interview panel were due to interview four candidates on 5<sup>th</sup> November.

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

The Clerk reported that the ICCM courses were now arranged for the new year for all the outside staff. Mandatory training was being progressed through online packages that a staff member has organised. The Clerk reported that she has started to progress CiLCA and was planning to register on the current scheme in the near future. This would allow one year to complete the course.

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

There were none.