

## THORBURY TOWN COUNCIL

### REPORT of the Meeting of the Staffing Committee held on 26 November 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 29.10.20 and any matters arising from it**

The report was noted by Committee, having previously been approved at Council. Cllr Parkinson requested that it be changed to show that he did not in fact vote for item 9.

**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 the Deputy Clerk (as the COVID-19 responsible person in our policy) had gone through the legislation for tier 3 areas and the only changes that are likely to be needed when lockdown ends on the 2<sup>nd</sup> December are that the Outdoor Gym and Tennis Courts can be reopened and the Town Hall will open again for visits by appointment only. The risk assessments will be reviewed.

**7. To discuss options for the Responsible Finance Officer role**

The Clerk reported that one of the candidates who could not make the interview date had approached to rearrange. The committee agreed that an interview will be arranged and progressed.

**8. To update on implications of a staffing matter**

The Clerk reported that the changes to contract had been made and a meeting was arranged the next day with the staff member to agree this. The other aspect of this issue will be dealt with by Finance and Policy Committee.

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

There were no new matters to discuss.

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

Mandatory training is continuing to be progressed through online packages that a staff member has organised. The Clerk reported that she has now registered for the CiLCA qualification this allows one year to complete the course.

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

There were none.