

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee held on 28 January 2021 via Zoom.

Present: Cllrs: Guy Rawlinson – Chairman
Matt Stringer (Vice Chairman)
Maggie Tyrrell
Clive Parkinson
Jayne Stansfield
Chris Davies

Louise Powell (Town Clerk)

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 26.11.20 and any matters arising from it.

The report was noted by Committee, having previously been approved at Council.

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 her and the Deputy Clerk (as the COVID-19 responsible person in our policy) had gone through the legislation again since the new lockdown at the start of January. We have two staff members now shielding (although one can work from home) the Town Hall has closed again to appointments. The risk assessments have been reviewed. Cllrs reviewed the general risk assessment that had been sent out.

7. To receive an update on the appointment for the Responsible Finance Officer role

The Clerk reported that a successful candidate had been appointed and started with the Council on 18th January. It was different and hard work doing the induction period via zoom, but we were adapting well to this. Thanks was given to the locum RFO who had carried out a brilliant job for us in the interim.

8. To receive and update on the recruitment for a Grounds person

The Clerk reported that the Deputy Clerk and she had conducted a recruitment process following the resignation of a staff member just before Christmas. The post had attracted more than 60 applications. Interviews were conducted via zoom and telephone and a successful candidate had been offered the post subject to references. It was hoped that they may be able to start in the next few weeks as we were currently very short staffed due to team members shielding and the vacancy.

9. To receive an update on any general staffing matters

The Clerk noted her thanks to the outside staff who were currently working one in two weekends on the rota. She also expressed her thanks to the Deputy Clerk who had been working extremely hard to adapt to the changing COVID regulations but had also managed to complete all the staff appraisals during this difficult time. She said feedback to the Councillors from appraisals will hopefully be available at the next meeting.

It was also mentioned that there was a heavy workload still with new staff member inductions, COVID requirements and the internal Audit which was due next month as well as regular work items.

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

The Committee were informed that some training on RBS was being arranged for the new RFO. The training in the Cemetery had unfortunately had to be postponed due to the current lockdown and staff shielding. It is hoped this will take place in late spring/summer. Mandatory training is continuing through the online packages arranged by one of the staff.

11. To consider any matters on the grounds of urgency

There were none.

Cllr Rawlinson stated that the Clerk's appraisal was due to take place on the 11th of February.