

## **THORNBURY TOWN COUNCIL**

### **REPORT of the Meeting of the Staffing Committee held on 5th July 2021 in the Council Chamber**

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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 receive and approve the report of the meeting held on 11.03.21 and any matters arising from it not on the agenda.**

The report was approved unanimously by the Committee.

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 Town Council remained open by appointment and that the risk assessments have been reviewed. Cllrs reviewed the general risk assessment that had been sent out. Larger face-to-face meetings would be held in the leisure centre until legislation changed which was likely to be in the next few weeks. The Clerk and Deputy Clerk will monitor guidance to make sure the Council is compliant.

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

The Clerk reported that unfortunately the Clerk and Deputy Clerk and Playing Fields Supervisor had conducted a number of interviews, but none had been successful in filling the vacancy. We have registered with a range of agencies to see if they were able to source anyone but have received reports that there are significant shortages in candidates for a large range of professions nationwide. We are still looking at all options to fill this position as soon as possible. The Committee agreed to using budget for this if it was required. It was noted this continues to leave the outside team extremely short staffed and has put pressure on the Deputy and Clerk's workloads.

**8. To discuss and agree a way forward with the RFO/ financial work**

The Clerk explained that following difficulty in recruiting to this role and the changes to the financial system, she had reviewed the situation and is proposing an alternative arrangement for financial procedures. This involves deleting the RFO position as it currently stands and the Clerk retaining the RFO title and responsibilities but some of the financial processing would be done by an existing staff member who would increase their hours to enable this to happen. This would mean some of the Clerk's workload would need to be considered in more detail in the longer term.

The Committee agreed in principle to this moving forward and the hours of the finance assistant could be agreed but they would like to see a more detailed proposal showing how the role would be covered and proposals of how the Clerk's workload could be considered.

**9. To discuss and agree a way forward with a staffing matter**

A staffing matter was discussed and a range of options to address the matter will be considered.

**10. To discuss and approve an annual leave matter**

An annual leave matter was discussed, and the proposed way forward was agreed.

**11. To discuss and agree a way forward with staff capacity issues**

The Clerk highlighted concerns about staffing capacity, there were significant areas of concern to address in terms of Health and Safety and property management. The committee agreed that in the short term some money could be spent on some temporary assistance and that this should be reviewed for a more permanent solution as part of the budget process. The Clerk would consider options for the next meeting and seek some immediate temporary assistance in the interim.

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

There were no further items

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

It was noted that mandatory training such as fire safety awareness, legionella awareness etc is continuing through the online packages arranged by one of the staff. The outside staff were about to commence the Cemetery Management training that had been arranged and some training on pesticide spraying had taken place. The Clerk expressed her thanks to this staff member who has reformed the Council training programme this year.