

## THORBURY TOWN COUNCIL

### **REPORT** of the Meeting of the Staffing Committee held on 11 March 2021 via Zoom.

---

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

Louise Powell (Town Clerk)

---

1. **To receive any apologies for absence**  
Cllr Chris Davies- indisposed
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 28.01.21 and any matters arising from it.**

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 we still have two staff members shielding (although one can work from home) the Town Hall remains closed to appointments but will open again by appointment from the suggested date of April 12<sup>th</sup> if the Government guidance remains the same. The risk assessments have been reviewed. Cllrs reviewed the general risk assessment that had been sent out. The issue of face- to face meetings was discussed. It is hoped that legislation may change before hand but in the meantime, we will start to look at all options.

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

The Clerk reported that unfortunately the recent starter had been offered an opportunity elsewhere that they wished to pursue. They had explained this had nothing to do with the role with the Council, this was a personally preferred opportunity and they regretted letting the Council down. They would work notice. The Clerk and Deputy Clerk were looking at all options to replace this person as soon as possible. The Committee agreed to using budget for this if it was required. It was noted this would leave the outside team extremely short staffed and would put pressure on the Deputy and Clerk to recruit again.

**8. To receive and discuss a summary of the outcomes of this year's appraisal process.**

The Clerk expressed her thanks to the Deputy Clerk and the Outdoor Supervisor who had managed to conduct all the appraisals despite difficult circumstances, lockdowns and shielding.

The summary was presented to the Committee who noted the feedback. The Clerk's appraisal had been done in two parts with 360° feedback from Councillors and Staff. The Committee were happy that this had been done and felt they did not need to see the forms.

**9. To discuss the draft objectives for the Clerk and Town Council staff**

The Chair stated that last year's objectives had been reviewed as part of the appraisal process and other than those that had been physically prevented due to COVID-19 the others had been fully completed by the Town Council Staff. This is quite an achievement during an unprecedented year and the demands that have been created by the pandemic.

The Clerk presented a draft list of objectives for consideration. It was suggested that Committee Chairs review the list and come back with any suggested changes. The objectives may also need to be reviewed pending the outcome of any committee changes and any Council plan that is formed. It was noted that the Clerk was struggling to make progress with the CiLCA qualification due to workload issues.

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

The Clerk reported that sadly the RFO has given notice. This is again due to personal circumstances outside of the control of the Council. This would be discussed at a future meeting once it is clearer what options are available.

It was noted that there was a continuing heavy workload with staffing issues, COVID requirements and the internal Audit/ end of year requirements as well as regular work items.

The Committee asked for thanks to be noted for the support from Town Council staff with regards to Trust work and arrangements going forward.

**11. 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 Clerk expressed her thanks to this staff member who has reformed the Council training programme this year.