

THORNBURY TOWN COUNCIL

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Town Hall
35 High Street
Thornbury
Bristol BS352AR

Town Clerk: Louise Powell

MEETING OF: Staffing Committee
TO BE HELD ON: Tuesday 12th October 2021
COMMENCING AT: 7.30pm at the Council Chamber, Town Hall

Please note that this meeting is open to the public, who are welcome to attend.

Public participation will be taken at the beginning of the meeting and/or at the calling of an agenda item at the discretion of the Chairman.

Due to the confidential nature of some of the matters discussed, the public and press may need to be excluded from the meeting for the discussion of certain agenda items as resolved by the committee.

AGENDA

1. To receive any apologies for absence
2. To receive any members declarations of interest
3. To receive any representations from the public
4. To appoint a Vice Chair for the Staffing Committee
5. To receive and approve the report of the meeting held on 05.07.2021 and any matters arising
6. 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
7. To monitor the Covid-19 policy and risk assessment
8. To receive an update on the recruitment for a Grounds person
9. To discuss further the RFO role (Job descriptions attached)
10. To update on a staffing matter
11. To discuss a proposed way forward with staff capacity issues (see papers attached)
12. To receive an update on any general staffing matters
13. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)

A handwritten signature in black ink, appearing to read 'Louise Powell'.

Signed Town Clerk

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BACKGROUND PAPERS

The following are circulated with or have been previously circulated and form part of this agenda: -

- a) Report of staffing committee meeting held on 05.07.2021
- b) Council Covid-19 policy and risk assessment
- c) Revised JD's for Town Clerk and Finance Administrator
- d) Proposed structure and new JD and background papers