

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee held on 12th October 2021 in the Council Chamber

Present: Cllrs: Guy Rawlinson – Chairman

Maggie Tyrrell
Clive Parkinson
Jayne Stansfield
Chris Davies

Louise Powell (Town Clerk)

1. To receive any apologies for absence

Matt Stringer- Another commitment

2. To receive any members declarations of interest

None.

3. To receive any representations from the public

None.

4. To Appoint a Vice Chair for the Staffing Committee

Jayne Stansfield nominated Matt Stringer for the position, this was seconded by Clive Parkinson, and all were in favour.

5. To receive and approve the report of the meeting held on 05.07.21 and any matters arising from it not on the agenda.

The report was approved unanimously by the Committee.

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.

It was resolved to conduct the remainder of the meeting in private due to the confidential nature of the matters to be discussed.

7. To monitor the Council's Covid-19 policy and risk assessment

The Clerk reported that as per national guidance, the Town Council was now open and that the risk assessments have been reviewed. Cllrs reviewed the general risk assessment that had been sent out. The Policy remains relevant, and the Council is prepared to reintroduce any required mitigations should the need arise. The Clerk and Deputy Clerk will monitor guidance to make sure the Council is compliant.

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

The Clerk reported that the Deputy Clerk and Playing Fields Supervisor had only managed to interview one person for the post. The position has been offered but we are waiting for a full application form from the applicant in order to take references.

It was noted that the outside staff positions need reviewing as this situation has continued to leave the outside team extremely short staffed and has put pressure on the Deputy and Clerk's workloads in trying to recruit. This would be discussed further under item 11.

9. To discuss further the RFO role

As agreed at the last meeting the Clerk had prepared revised job descriptions for the Clerk and the finance administrator. These were discussed and agreed. It was noted that the finance administrator was enjoying the role and was doing well.

10. To update on a staffing matter

The Clerk updated on a staffing matter. No decisions were required at this time, but the Committee will be kept informed on the matter.

11. To discuss a proposed way forward with staff capacity issues

The Clerk had prepared a proposal to address the current staff capacity and recruitment issues. The proposal was discussed. It was agreed to make a minor amendment to a job description and to seek an external job evaluation of the proposal through the current provider of HR advice.

12. To receive an update on any general staffing matters

The Clerk reiterated her concerns that she may not be able to complete the CiLCA training on time. She would be requesting an extension due to illness herself (COVID) and also due to the unexpected heavy workload and COVID interruptions experienced this year. Councillors would offer a letter to support this request if

required. The Clerk would also look to clear her diary as much as possible to progress the work.

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

It was noted that the outside staff had recently completed training on risk assessments which had been worthwhile. The staff were also booked in for mandatory fire extinguisher training in the next month.