



Minutes of the Thornbury Town Council Staffing Committee Meeting

held on 6 June 2023 at 7:30pm
in the Council Chamber of the Town Hall

Members present: Cllrs M Tyrell
H Ball
C Woodhouse
K Greenman

In attendance: Kath MacConnachie (Town Clerk)

Absent: Cllr J Stansfield

SC2324.1. Apologies for absence

Apologies for absence were received from Cllr Stansfield.

SC2324.2. To receive any members declarations of interest

No members declarations of interest were received.

SC2324.3. To receive any representations from the public

There were no members of the public present.

SC2324.4. To approve the minutes of the Staffing Committee meeting held on 11 April 2023

It was **RESOLVED** that the minutes of the Staffing Committee meeting held on 11 April 2023 were an accurate record of proceedings.

SC2324.5. To elect a Vice Chair of the Committee

It was **RESOLVED** to elect Cllr Woodhouse as Vice Chair of the Staffing Committee.

SC2324.6. To nominate a member of the Committee to undertake the Town Clerk's annual appraisal

It was **RESOLVED** that Cllrs Stansfield and Greenman would jointly conduct the Clerk's annual appraisal.

SC2324.7. To pass a resolution to exclude members of the public and press for agenda item 8 due to the PERSONAL CONFIDENTIAL and SENSITIVE nature of the business to be transacted

It was **RESOLVED** to exclude members of the public and press for the following two items due to the personal confidential and sensitive nature of the business to be transacted.

SC2324.8. To consider an issue concerning salary scales/ranges for some roles and consider corrective action

A historic issue/anomaly was discussed and which meant that some grades did not match the national boundaries to which Thornbury Town Council adhered. It was **RESOLVED** to align the role of Site Supervisor to the national payscale boundaries of SCP23-28 and the role of Facilities Officer to the payscale boundaries of SCP27-32.

SC2324.9. Town Clerk Continuing Professional Development (CPD)

The requirement for CPD for the Town Clerk was discussed.

It was **RESOLVED** that the Town Clerk source training to ensure adequate CPD points to satisfy PSLCC membership and the criteria for Quality Council Award application, with delegation of authorisation/spend to the Deputy Clerk.

SC2324.10. Date of the next meeting: 7:30pm on 3 October 2023 at the Town Hall

The date of the next meeting was noted.