

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee
Held on 5th January 2017

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matthew Stringer
Maggie Tyrrell
Bob Griffin
Helen Harrison
Clive Parkinson

Clare Nelmes (Town Clerk)

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 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.
5. **To consider any matters arising from the report of the Staffing Committee held on 7.11.16**
The Clerk provided the following update:
Recruitment of a replacement full time playing field operative had been delayed until the budget for 2017/18 is confirmed.
Adam Bloom has been successfully recruited to the position of Hall Supervisor and is settling in well.
The office is now closing at 4pm on a Friday to the public and there have been no adverse reactions to date. Monitoring of the reception desk shows that before 10am, after 4pm and lunchtimes are generally the quieter periods.
Open spaces staff have attended play inspection training which has already proved very useful.
6. **To discuss and agree a revised job description for the office administrators and approve the recruitment process following a staff resignation**
The revised job description for the Administration staff was reviewed and discussed. The Clerk outlined that staff had already been consulted on its contents and were

supportive of it.

It was unanimously agreed to approve the job description and start the recruitment process immediately.

It was agreed that the council would offer exit interviews for staff leaving our employment and that the Chairman offered to undertake them if appropriate.

7. To confirm arrangements for the staff appraisals

The Clerk's appraisal has been booked for 12 January and will be undertaken by the Mayor and another member of the staffing committee. The appraisal policy and form were circulated.

The Mayor would write to all councillor asking for feedback on the Clerk's performance to aid the appraisal process.

Once the Clerk's appraisal has been undertaken this would be cascaded down to all staff before the end of March and the outcome and any key issues reported to a staffing committee.

8. To undertake the annual review of staff salaries

The Clerk presented a table outlining all staff salaries for 2016/17 and the nationally agreed salary scales for 2017/18, which results in a 1% pay rise. These have been factored into the draft budget for 2017/18.

Following discussion it was felt that these salary scales continued to be appropriate. It was noted that the only likely change to this was that the Clerk on achieving qualified status would be contractually entitled to two salary increments.

9. To consider any other matters on the grounds of urgency

None