

**THORNBURY TOWN COUNCIL**

**REPORT** of the Meeting of the Staffing Committee  
Held on 7<sup>th</sup> November 2016

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*Present:* Cllr: Guy Rawlinson (Chairman)

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

Clare Nelmes (Town Clerk)

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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 6.9.16**  
The Clerk provided the following update:  
The RFO, Graham Smith has now been appointed and started work on 1 Oct.  
Hall Supervisor interviews will take place this week  
Play inspection training has been organised for staff
6. **To consider and agree appropriate actions regarding the recruitment of a Playing Fields Operative**  
Following the failure to receive any applications for the recent 12 hour vacancy, it was agreed that the council should look to make this a full time position to correspond with taking on additional workloads and that this matter be further discussed at Playing Fields and Cemetery committee when details of the financial implications would be available. It was also agreed that the committee should look at the policy for overtime/time of in lieu as part of the review of staffing policies and procedures.

7. **To receive an update on the recruitment of a Hall Supervisor**  
Interviews with the Clerk and Chair of Staffing would take place on Tuesday and it was hoped that we could have someone in post before the departure of the current hall supervisor at the end of November.
8. **To discuss and agree a staff appraisal process**  
The clerk circulated a draft policy and appraisal form which was discussed. It was agreed to implement this for all staff, with the Clerk conducting meetings with the staff and the Mayor & Deputy Mayor undertaking the Clerk's. We would aim to do this in the new year. The Chair was pleased to see that an appraisal process was being introduced and was keen to establish a more performance objective setting process for senior staff once a council plan has been agreed.
9. **To consider the forthcoming conclusion of the Town Clerk (6 months) and Responsible Financial Officers (3 months) respective probationary periods and any appropriate actions.**  
It was noted that these both fall due in January and that this would be discussed on the agenda for the January meeting. In the meantime the Clerk would pull together a list of actions undertaken and progress to date to form the basis of a pre-meeting with the Mayor/Deputy Mayor
10. **To consider revised office opening hours**  
The clerk proposed a suggestion from staff to close the office at 4pm on a Friday and that staff would use this 1 hr of time during the week to undertake work when the office was not open to the public.  
The committee agreed to this proposal and asked for a log of enquires and visits dealt with in the office to be kept for a week to understand the level of public usage of the front desk.
11. **To consider staff uniforms for office staff**  
The clerk proposed a suggestion from staff for public facing office staff to have a uniform. The committee felt that this was a good idea, if all staff agreed to it and that a budget of £600 be set aside for this.
12. **To consider the draft council plan and any items relevant to the Staffing Committee**  
The draft council plan was considered and the work involved in the items highlighted for the staff committee was discussed. It was agreed that we should add that professional expertise may be needed when we review staff policies procedures and contracts.