

THORNBURY TOWN COUNCIL

**REPORT of the Meeting of the Staffing Committee
Held on 9th March 2017**

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matthew Stringer
Bob Griffin
Helen Harrison
Clive Parkinson

Clare Nelmes (Town Clerk)

1. TO RECEIVE ANY APOLOGIES FOR ABSENCE

Cllr Maggie Tyrrell

2. TO RECEIVE ANY MEMBERS DECLARATIONS OF INTEREST

None

3. TO RECEIVE ANY REPRESENTATIONS FROM THE PUBLIC

None

**4. TO CONSIDER ANY MATTERS ARISING FROM THE REPORT OF
THE STAFFING COMMITTEE HELD ON 5.1.17**

None

**5. 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.

**6. TO RECEIVE AN UPDATE ON RECENT STAFF CHANGES AND
RECRUITMENT**

The Clerk provided an update of recent staff changes including:

The departure of the Town Hall Cleaner and Armstrong Hall Cleaner J Mooney

The recruitment of B Green as the Armstrong Hall Cleaner and the extension of hours to J Wilson at the town hall.

The forthcoming retirement of S Butler and the recruitment of M Couzens as groundsman, at the time of the meeting the other groundsman vacancy had not been confirmed

The departure of M Sealey and appointment of W Sydenham as Administrator

7. **TO RECEIVE AN UPDATE ON THE STAFF APPRAISAL PROCESS**

Good progress has been made on the appraisals and a report of key issues and training and equipment needs would be provided to the next meeting. It was agreed that a summary of staff issues would be provided and that the Clerks appraisal would be available to members of the staffing committee. It was also agreed to amend the appraisal process to allow for the mayor and another member of staffing committee to undertake the Clerks appraisal and that all councillors would have the opportunity to provide feedback on staff members for future appraisals.

8. **TO DISCUSS AND AGREE A MODEL CONTRACT OF EMPLOYMENT**

The current model contract of employment was reviewed and discussed. It was agreed that the council would like to move all staff onto the standard local government conditions. Existing staff who have benefits that are more generous than this would continue to receive them. The clerk would get professional advice to ensure that the move to new contracts of employment was handled correctly.

9. **TO DISCUSS STAFF LEAVE POLICIES**

It was agreed that staff would be gradually moved to a system where leave years would coincide with birthdays rather than all staff leave years running to 31 March. The Clerk outlined the need for a comprehensive staff leave policy that could apply in a range of circumstances and it was agreed that the Clerk would research suitable policies to bring back to a future meeting.

10. **TO CONSIDER ANY OTHER MATTERS ON THE GROUNDS OF URGENCY**

The clerk informed the committee that health and safety policies and procedures would be reviewed shortly which would include matters relating to staffing including risk assessments, training and equipment.