

**THORNBURY TOWN COUNCIL**

**REPORT** of the Meeting of the Staffing Committee  
Held on 6<sup>th</sup> September 2016

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*Present:* Cllr: Guy Rawlinson (Chairman)

Cllrs: Matthew Stringer  
Alan Carman  
Helen Harrison  
Clive Parkinson

Clare Nelmes (Town Clerk)

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1. **Apologies for absence**  
Apologies were received from Cllr Maggie Tyrrell (out of Thornbury)
2. **To receive any members declarations of interest**  
None
3. **To elect a Chairman and Vice Chairman of the Staffing Committee**  
Cllr Guy Rawlinson was nominated and duly elected Chair of the Staffing Committee  
Cllr Matthew Springer was nominated and duly elected Vice Chair of the Staffing Committee
4. **To receive any representations from the public**  
None
5. **To note the terms of reference for this committee**  
It was noted that following the establishment of this committee Standing Orders and a range of other council policies and procedures would require updating to reflect the creation of this committee, its terms of reference and responsibilities. This would be undertaken in due course as part of the policy review cycle.

**It was resolved that due to the confidential nature of the matters to be discussed that the public and press be excluded from the meeting and that the remainder of the meeting would be conducted in private.**

6. **To agree the short listing and interview process for the Responsible Financial Officer post**  
It was agreed that the post would be advertised in local outlets including My Thornbury as well as council website, notice boards and social media. The closing date for applications is 26 Sept. It was agreed that the staffing committee would meet to shortlist on the 27 Sept and that the Clerk would draft appropriate interview questions and a test for circulation. The interview panel would consist of the Clerk, Chair and Vice Chair of Staffing and the Chair of Finance and Policy who would form the interview panel and these Councillors would be responsible for the

appointment. Depending on applications interviews would be likely to held w/c 3 October.

7. **To consider a revised job description and recruitment process for the Hall Supervisor following the resignation of the current post holder**

The Clerk outlined that this was an opportunity to review this role to ensure it continued to meet current and future needs. Discussion took place on the skills and attributes that would be essential and desirable for this post. It was agreed that the Clerk would draft a revised job description and circulate it to the committee members.

8. **To consider issues relating to grounds maintenance staffing**

The resignation of the Playing Fields Operative was noted. Following a discussion about the need to more clearly define the roles and responsibilities for this post, it was agreed that the Clerk would prepare a revised job description. The issue of providing staff cover for outdoor sites over weekends was discussed and it was agreed that the Clerk would consult with staff about the principle of weekend working on a rota to undertake safety inspections and litter clearance and report back to the committee.

9. **To receive an update on the recruitment of a new cleaner for the town hall**

A new cleaner has been appointed subject to references and DBS checks. It was hoped that they would start on 20 Sept.

10. **To consider and approve any staff training requests**

Play inspection training was being discussed at the next Playing Fields & Cemetery Committee as it would fund the cost.

It was noted that this would be a standing agenda item and that future staff training and development would be identified through an appraisal process and regular staff supervision and team meetings.

11. **To consider the future work programme of the staffing committee**

The Clerk outlined a range of issues and likely work programme that the committee will need to consider over the forthcoming year. This included:

- Review of job descriptions and contracts of employment
- Review of staff terms and conditions
- Review of employment policies and procedures
- The development of a training policy for staff and councillors
- The development of a staff appraisal process
- Review of grievance and complaints policies and procedures
- Review of staffing structures

It was agreed that the Clerk would set up a regular cycle of meetings

The meeting closed at 7.30pm