

THORNBURY TOWN COUNCIL

**REPORT of the Meeting of the Staffing Committee
Held on 6 February 2018**

Present: Cllr: Matt Stringer (Chairman)

Cllrs: Helen Harrison
Maggie Tyrrell
Clive Parkinson

Louise Powell & Clare Nelmes (Town Clerk)

1. To receive any apologies for absence

Cllr Guy Rawlinson (out of Thornbury)

2. To receive any members declarations of interest

None

3. To receive any representations from the public

None

4. To consider the minutes of the meeting held on 26.09.2017 and any matters arising from them

The Clerk reported that Belinda Morley had started at the beginning of January having taken on the role of part time Administrator when S Horsfall retired. An induction had started including a tour of facilities and she was settling in well.

Cllr Parkinson queried what standard staff welcome induction information was available for new starters and it was agreed that this would be reviewed

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 consider quotations for the provision of Health & Safety advice and support (report and quotations attached)

The Clerk ran through the specification for Health & Safety support and the quotations received. It was agreed that this was needed and that the Clerk would seek references and further clarification from lowest cost provider. The quotations and the

budget for expenditure would be put on the next full council agenda for approval.

7. **To consider the handover process and induction of the new Town Clerk**

The new Clerk has now taken over official Clerking responsibilities from 1 February 2018. She stated that she is settling in well and that the handover was going well and had proved very useful in ensuring continuity and allowing progression of key projects.

The outgoing Clerk would work full time through February while the new Clerk is on leave and to provide cover, handover and licensee cover. She will also provide a few days of consultancy support during March to support the Armstrong Hall decision. It is likely that with outstanding Leave and time of in lieu that employment would end at the end of March.

Cllr Parkinson asked that the impact of the handover on staffing budgets be highlighted and fed back to Finance & Policy.

8. **To provide an update on a staff disciplinary matter**

The Clerk updated the committee on a staff disciplinary matter where a final written warning had been issued and appropriate training and written procedures have been arranged.

9. **To approve any training requests**

The Clerk provided an update on staff training that had been undertaken recently and of new training for incoming staff.

The Clerk would be commencing CiLCA, attending a course on cemetery management and legionella awareness.

Following two recent incidents at the Armstrong Hall, having staff appropriately trained in First Aid was discussed and this would be explored further.

It was noted that further training for all staff would be likely as a result of the Health & Safety support.

10. **To receive an update on any general staffing matters or consider any other matters on the grounds of urgency**

None