

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 14th March 2019

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matt Stringer (Vice-Chairman)
Clive Parkinson
Shirley Holloway
Benj Emmerson
Angela Symonds
Maggie Tyrrell
Bob Griffin (observing)

Louise Powell (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 consider the minutes of the meeting held on 05.02.19 and any matters arising from them**

There were no matters arising

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 feedback from the Administrator recruitment panel**

The Clerk informed the Committee that the panel had interviewed four candidates and there were three strong candidates but the chosen candidate for appointment had been scored higher by the panel. The candidate had answered extremely well and seemed to be able to pick things up quickly. The Committee were pleased to hear that the position will be offered to the chosen candidate.

The Clerk pointed out that as this person won't start for at least a month there will be a period of time where the administrative team will be short of one person and there will be a significant pressure on work load.

7. To update on staff absence and workload pressures

The Clerk reported that the cover that had been agreed by Council to assist with the work due to a staff absence was working out well. However, they were unable to offer us significant time and so the Clerk had asked them to prioritise the Statutory requirements and other items such as monthly statements would have to be delayed at the moment. The staff member concerned has been given a further sick note for around two months.

The Clerk reported a short-term absence due to personal circumstances and two short term absences due to illness.

There is a significant issue with staff cover at the Armstrong Hall and so the Clerk has prioritised the advert for the additional Caretaker.

The Committee noted that workloads were still large and that all staff have been very supportive but are struggling to keep up due to the current situation.

8. To discuss recruitment for new positions

The Clerk reported that the additional Caretaker position was being advertised but she had concerns on whether it would be filled in time for the two big productions at the end of next month. The Committee recommended that a temporary worker be considered. The Clerk agreed to discuss this with the Hall Supervisor.

The Chairman presented the job description for the new Manager that Council had agreed, and the proposed salary was discussed. It was explained that the Clerk has had relatively recent experience, in an alternative workplace, of this type of role being bench-marked for salary and as such we are proposing a salary in the range of SCP33-36 in the new SCP from 2019. The Committee agreed this would be sensible to recommend to the Trust. The Job description was discussed in more detail and it was agreed that the Clerk would change the line management paragraph to state that the position would report into a project board.

9. To discuss the Appraisal process for this year

The clerk reported that a timetable for this year's appraisals was being drawn up and it would begin with the Outside Staff due to some issues of concern within the team. The Clerk reported that this year the Clerk and Deputy Clerk would carry out the appraisals together.

10. To update on training requested through appraisal and training required (including those raised from our General Risk Assessment)

The Clerk reported that unfortunately due to sickness not all the staff had managed to complete the 3-day first aid course, but we were working with the course provider to see if they could 'catch up' on an alternative course. The four staff who completed the course all passed the exam and found it extremely helpful. The clerk reported that further 1-day course for other staff is being sought and some manual handling training for those that had not covered it.

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

The Clerk reported that there had been an incident at the Hall with a Staff member about which she had received two verbal and two written complaints. This would be investigated as to whether there is a case to answer under the disciplinary code.

The Clerk reported that there were some issues with a staff member's attendance and that the Clerk and Deputy Clerk would be meeting with the staff member to discuss.

The Clerk reported an issue about some monies that are due from a staff member in respect of a bill and that an agreement to recover the monies was due to be signed.

The Clerk reported that the Payroll would be transferred to South Gloucestershire Council next month and due to the payment method, it means staff will now be paid on the 8th rather than the 6th. One staff member has concerns this may be a problem for them, the Clerk will update the Committee on this matter if there is an issue.