

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee
Held on 24 April 2018

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Helen Harrison
Maggie Tyrrell
Pam Shipp
Matt Stringer

Louise Powell (Town Clerk)

1. To receive any apologies for absence

Shirley Holloway (out of Thornbury)
Clive Parkinson (indisposed)

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 06.02.2018 and any matters arising from them

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 consider quotations and appointment of future HR support/advice

The Clerk presented a summary of quotations received of which there were five. She recommended that Ellis Whittam be appointed due to price and quality. This was discussed and Guy Rawlinson proposed it was accepted and seconded by Helen Harrison, all agreed. The Clerk will appoint Ellis Whittam as our Employment Advisor.

7. To provide an update on Staff Appraisal process

The Clerk presented a timetable for the staff appraisals there are a few that still need to be booked and she was about half way through conducting them. A report on the outcomes from the appraisal process will be brought to the next Staffing Committee.

8. **To provide feedback on training undertaken and approve any new training requests**

The Clerk reported that a staff member would be attending a 'basic Clerking course' run by ALCA. We are investigating other courses as a result of the Health and Safety general risk assessment.

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

None.