

THORNBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 26 September 2017

Present: Cllr: Guy Rawlinson (Chairman)

Cllrs: Matthew Stringer
Maggie Tyrrell
Clive Parkinson

Clare Nelmes (Town Clerk)

1. **To receive any apologies for absence**
Cllr Helen Harrison (out of Thornbury)
2. **To receive any members declarations of interest**
None
3. **To receive any representations from the public**
None
4. **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.
5. **To consider the forthcoming retirement of one of the administrative staff and future recruitment options**
S Horsfall will be retiring on 21 Dec 2017. Discussion took place about how this post could be filled. As this position is a job share post, it was agreed to offer the additional hours in the first instance to the other post holder on a flexible fixed term basis for 12 months.
6. **To consider the recruitment of a new town clerk**
It was agreed that the Clerk would make revisions to the current job description so that the amendments and recruitment timetable and process can be agreed at full council on 3 Oct.
A provisional recruitment timetable was considered:
3 Oct – approval of job description and process by full council
4 Oct – Advert out, applications open
23 Oct – Closing date for applications
25 Oct – Short listing of candidates
w/c 30 Oct - Interviews
The clerks actual leaving date was flexible until the end of April 2018 depending on when a suitable replacement can be recruited. Discussions with committee chairs in order to prioritise clerks workload and projects would need to take place. There was some discussion about the importance of a handover with any replacement, which the

clerk offered to provide. The need for additional staff capacity and expertise to support the Armstrong Hall project was also discussed.

7. **To receive an update on staff training and to approve training requests**

Following the staff appraisal process the following staff training has been arranged:
Office Administrator is commencing CiLCA and attending training sessions and working through the portfolio

The Clerk needs to complete the CiLCA module on Power of Competance

First Aid and Fire Safety training is being undertaken by outdoor staff and a representative from the Town Hall and Armstrong Hall staff

The two new grounds maintenance staff have also received training on the inspection of play equipment and how to undertake play safety checks

Weeds Spray training for outdoor staff was approved by the committee

8. **To consider any other matters on the grounds of urgency**

The clerk reported that they had issued a written warning to a member of staff.