

THORBURY TOWN COUNCIL

REPORT of the Meeting of the Staffing Committee Held on 24th October 2019

Present: Cllrs: Guy Rawlinson – Chairman
Shirley Holloway
Maggie Tyrrell
Jayne Stansfield
Angela Symonds

Louise Powell (Town Clerk)

1. To receive any apologies for absence

Helen Harrison- Out of Thornbury
Matt Stringer (Vice Chairman) - Indisposed

2. To receive any members declarations of interest

None.

3. To receive any representations from the public

None.

4. To approve the minutes of the meeting held on 12.09.19 and any matters arising from them

The report was nominated for approval by Jayne Stanfield, seconded by Maggie Tyrrell and unanimously agreed.

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 discuss staff vacancies

The Clerk reported that we had managed to fill the outside post using the agreed agency. The new employee was due to start the following week and had significant experience in all aspects of grounds maintenance.

7. To update on the Appraisal process for this year

Cllr Rawlinson stated that he had sent out an email requesting feedback from the Chairs of the committees on the performance of the Clerk, so that this could be used for the appraisal that was booked in. He requested that those that had not responded yet please do so as soon as possible so that they can go ahead with the planned date.

The Clerk had circulated a table summarising the outcome of the appraisals which had now all been completed. There was some discussion over some of the points raised but

overall it was very pleasing that Staff generally seem happy and content and most issues have or are being addressed.

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

The Clerk had circulated a table which showed the training requested by staff members during the appraisal process. Some of these had already been addressed and others were due soon.

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

There was nothing further to be addressed.