

DURSLEY TOWN COUNCIL

Jacob's House, Castle Street, Dursley, Glos. GL11 4BS
Tel/Fax: (01453) 547758: Email: clerk@dursleytowncouncil.gov.uk

2nd March 2021

TO: EACH MEMBER OF THE STAFFING COMMITTEE OF DURSLEY TOWN COUNCIL

Dear Sir/Madam,

You are hereby summoned to a "virtual" meeting of the Staffing Committee of the Council which will be held at 18:30 on Tuesday 9th March 2021.

The meeting will be available to "attend" online via the Zoom meeting platform www.zoom.us/join. The Zoom Meeting ID: **951 2394 6771** and Password: **188745** will be required to access the meeting.

Please ensure that you have read the agenda and associated documents before the meeting. Should you require any additional information on any of the items, please contact the Clerk prior to the meeting.

Members are reminded that the Council has a duty to consider the following matters in the exercise of any of its functions: Equalities, Crime & Disorder, Health & Safety and Human Rights.

Yours faithfully,



John Kay
Town Clerk

AGENDA

1. To accept apologies for absence.
2. To receive any Members' Declarations of Interest.
3. To receive any representations from the public.
4. To approve and sign the Minutes of the Meetings of the Staffing Committee held on 27th October 2020.
5. To receive an update on from the Town Clerk on staffing matter related to the Covid-19 pandemic and working restrictions.
6. To receive an update on staff time recording (Members: Information attached):
 - i) Admin Staff
 - ii) Green Spaces Staff
7. To consider the request from staff to increase the allocation of holiday entitlement "carry over" from 5 days to 10 days (pro-rata) for 2021/22 due to the Covid-19 pandemic.

The following business will be dealt with in committee:

8. To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.
9. To receive an update from the Town Clerk on his other employment.