

26th October 2021

Staffing Committee

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFFING COMMITTEE of the Council held in the Methodist Church Meeting Room, Castle Street, Dursley at 6:30p.m. on Tuesday 26th October 2021 for presentation to the Council on the 2nd November 2021.

PRESENT

Councillors: S Creswick (Chair), M Woodward, N Grecian and S Ackroyd.

In Attendance: J Kay, Town Clerk.

Absent: Cllrs Savvidou and A Stennett.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

4. MINUTES

The Minutes of the Meeting of the Staffing Committee held on the 9th March 2021 were approved as a true record and signed by the Chair.

5. TO CONSIDER THE FESTIVE OFFICE CLOSURE

IT WAS RESOLVED to confirm the closure of the office from 24th December 2021 to 4th January 2022 for the festive period.

6. REGARDING STAFF TIME RECORDING

The Town Clerk presented the latest time recording information for administrative and grounds staff. The Grounds staff were thanked by the committee for completing time sheets over the last four years.

IT WAS AGREED to suspend the detailed time recording for both administrative and grounds staff. The need and method for detailed time recording to be reconsidered at the Staffing Committee in October 2022.

7. BUSINESS DEALT WITH IN COMMITTEE

To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.

IT WAS RESOLVED to carry out the remainder of business in committee due to the confidential nature of the business. There were no members of the public or press present.

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8. TO CONSIDER STAFF APPRAISALS, ACTIONS AND REQUESTS

The Town Clerk left the meeting. The Committee considered the report from the Staff Appraisals carried out in September/October 2021.

IT WAS AGREED that the Committee would make the following recommendations to Council on 16th November 2021:

- a) Home working would continue over the winter period, with the Staffing Committee reviewing future home working policy in March 2022.
- b) Not to introduce a Town Council Instagram account.
- c) Green Spaces items to be budgeted for and become projects.
- d) Document storage and digitisation to become a project.
- e) Agree with a return of Team Meetings for administrative and grounds staff.
- f) The Committee expect communication with neighbouring parishes.
- g) Plant feed not to be included water bowser.
- h) Additional CCTV and Tree Cutting to be projects.
- i) Existing petrol equipment to be replaced with electric alternatives when required.
- j) The Deputy Clerk to retain the additional 5 hours following the trial period.
- k) The Project Officer additional hours to be reviewed in March 2022 following the completion of the budget process and to assess the projects planned for 2022/23.
- l) The Administration/Finance Assistant to receive an increase from SCP 8 To SCP 10 on 1st April 2022.
- m) The Administration/Finance Assistant contract to be updated to include a contractual increment on completion of the CILCA qualification.

The Town Clerk returned to the meeting.

9. TO CONSIDER THE DRAFT STAFFING BUDGET 2022-2025

IT WAS RESOLVED to request the Clerk adjust the budget in accordance with the recommendations agreed in agenda item 8 and for the revised budget to be presented to Council on the 16th November 2021.

The meeting closed at 7:20pm.

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Chair

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Date