

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at Jacobs House, Castle Street, Dursley at 6:30pm on Tuesday, 14th June 2016 for presentation to the Council on 5th July 2016.

PRESENT

Councillors: Laybourne (Chair), Burdge (Vice Chair), Grecian, Abraham, Patrick & Stennett.

Officers: J Kay; Town Clerk.

Absent: Cllr Cairns

1. No apologies were received.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 20th October 2015 and the 11th May 2016 were signed by the Chairman.
4. To consider extending the Project Officer Contract.

IT WAS RESOLVED to agree to the recommendation of Town Clerk to extend the Project Officer role for a period of 12 months – 14th July 2017.

5. To consider increasing the hours required for weekend litter picking

The Town Clerk provided details that the legal transfer of Highfields Play Area was nearing completion and that the Town Council would soon be responsible for maintaining the area.

IT WAS RESOLVED to permit an additional hour of overtime on Saturday, Sunday and public holidays to allow the Highfields play area to receive the same level of litter picking as the other Town Council maintained public spaces following completion of the legal transfer.

6. To consider future Staff Committee agendas/paperwork to be electronic.

IT WAS RESOLVED that future agendas would be emailed to committee members. The agenda paperwork would be placed on the town council website with confidential papers restricted to only allow Councillors and staff access.

7. **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.

- 8. To consider the request of the Deputy Clerk to act as Clerk to the Cam Institute Charity

IT WAS RESOLVED to permit the Deputy Clerk to act as Clerk to the Cam Institute Charity.

- 9. To consider increasing the working hours of the Deputy Clerk

The Town Clerk provide details to the committee following the annual review of the Deputy Clerk and her agreement to increasing the hours worked.

IT WAS RESOLVED for the Deputy Clerk’s hours to be increased to 25 hours over the term time weeks. There was to be no change to the current agreement of reduced hours during school holidays.

- 10, To consider changes to the role of the Grounds Staff

Following the 2015 appraisal process the Town Clerk presented his report on the impact of the Living Wage and the role of litter collection at weekends and bank holidays.

IT WAS RESOLVED to accept the recommendation of the report not to alter the roles of the grounds staff, but to continue to monitor the impact of future Living Wage increases.

IT WAS RESOLVED to accept the recommendation of the report for Council to consider appointing a member of staff to litter collect at weekends and bank holidays with the role being offered at the appropriate Living Wage rate. The Town Clerk agreed to produce a revised costing in relation to the Living Wage and a job/person specification for Council to consider.

The meeting closed at 6:55pm.

.....Chairman

.....Date