

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at Methodist Church, Castle Street, Dursley at 6:30pm on Thursday 20th October 2016 for presentation to the Council on 1st November 2016.

PRESENT

Councillors: Mayor Grecian, Cllrs Laybourne (Chair), Patrick & Stennett.

Officers: J Kay; Town Clerk.

1. Apologies were received from Cllrs Abraham, Burdge, Hayes (all personal) and Cllr Cairns (business)
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held 14th June 2016 were signed by the Chairman.
4. Office Closure at Christmas/New Year.

IT WAS RESOLVED to close the office on Friday 23rd December 2016 to Tuesday 3rd January 2017. Office staff would use annual leave during this closure as required and the Grounds Staff would continue normal working duties throughout this period.

5. **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.
6. Future role of Project Officer

The Town Clerk provided information on the current duties of the Project Officer and the potential development of the role on the completion of the Neighbourhood Development Plan in 2017.

IT WAS RESOLVED the the Committee would “strongly recommend” to Council that the role becomes a permanent part time post after the existing temporary contract expires in July 2017 at the budget meeting on the 22nd November 2016.

7. To consider the draft staffing budget for the year 2017-20.

IT WAS RESOLVED to recommend to Council the draft budget for 2017 to 2020.

8. To agree actions from the 2016 Staff Appraisals.

The Town Clerk provided a brief report on the recent staff appraisals. The Committee requested that a salary incentive be considered for the Grounds Staff roles, the Town Clerk would report back at the next meeting of the Committee.

IT WAS RESOLVED to recommend to Council that the Project Officer and Administration/Finance Assistant both be awarded an increment rise due to their level of performance recorded in the Annual Review.

In the case of the Project Officer the Committee advise Council that consideration be given to awarding the increase now, due to the exceptional performance as a result of the NDP Steering Group not having a permanent Chairman, rather than waiting until April 2017 as stated in the employee contract.

9. To receive an update on the vacant position of Litter Collector

An update to the Committee was provided by the Town Clerk.

10. To consider the report on an Apprentice Groundsman

The Town Clerk presented his report.

IT WAS RESOLVED for the Committee to recommend to Council that the Apprenticeship is considered and that the staffing budget is adjusted to allow for an Apprentice Groundsman role to be created in 2017.

The meeting closed at 7:15 pm.

.....Chairman

.....Date