

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at Jacob’s House, Castle Street, Dursley at 6:30pm on Tuesday 12<sup>th</sup> June 2018 for presentation to the Council on Tuesday 3<sup>rd</sup> July 2018.

PRESENT

Councillors: B Cairns (Chair), J Burdge, A Stennett (Vice Chair) & S Creswick.

Officers: L Wellings, Deputy Town Clerk.

Absent: Cllrs W Paice, S Ackroyd & M Woodward.

- 1. Apologies were received from Cllr Grecian (business).
- 2. There were no declarations of interest.
- 3. The Minutes of the meetings of the Staff Committee held on 13<sup>th</sup> March 2018 and 8<sup>th</sup> May 2018 were confirmed as a true record and signed by the Chair.
- 4. The introduction of new timesheets for staff to record time spent on projects and other duties was considered.

Existing timesheets for ground staff and admin were reviewed, alongside a proposed timesheet. It was noted that the existing admin timesheet uses Excel to assist with the calculation of hours given the different working patterns/ attendance at meetings.

**IT WAS RESOLVED** to continue the use of the admin Excel timesheet for staff based in the office and to adjust the ground staff timesheet in line with the proposed one and separate the checks so that they are recorded on a separate sheet. The Town Clerk would liaise with the Committee Chair to agree the new documents, inline with the comments made, ready for use from 1<sup>st</sup> July 2018

- 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. The 2018-2019 National Salary Award, as agreed by the National Joint Council for Local Government Services (NJC), was noted; new pay scales have been implemented from 1<sup>st</sup> April 2018.

**IT WAS RESOLVED** that the Town Clerk would circulate a breakdown of Council’s salary information against the budget and new pay scales to committee members.

The meeting closed at 6:55pm.

.....Chairman

.....Date