

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 30th October 2018 for presentation to the Council on Tuesday 6th November 2018.

PRESENT

Councillors: B Cairns (Chair), M Woodward, N Grecian, S Ackroyd, A Stennett (Vice Chair), S Creswick and P Hayes (observing).

Officers: L Wellings, Deputy Town Clerk.

1. Apologies were received from Councillor J Burdge (personal).
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 12th June 2018 were confirmed as a true record and signed by the Chair.
4. Update on Recent Grounds Staff Time Recording

Members considered an update on the recent grounds staff time recording and relevant figures for July to September 2018.

IT WAS RESOLVED that time recording figures would be used to produce a brief analysis report of the cost of each facility at the end of the financial year.

5. **IT WAS RESOLVED** to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business. There were no members of the public or press present.
6. Staff Appraisals 2018

A report on staff appraisals and salary adjustments was considered.

On behalf of the Committee, the Chairman thanked the Mayor and Deputy Mayor for carrying out the 2018 staff appraisals with the Town Clerk.

IT WAS RESOLVED to:

- a) Review the staff appraisal process in readiness for 2019, considering issues related to training and development, performance and welfare as well as reporting back mechanisms. Councillors Ackroyd and Creswick agreed to oversee this process ensuring that the 2019 format contains both training and targets arising from staff appraisal tied to relevant reasons, e.g. training identified either because of difficulties in the previous year or to help meet project aims in the coming year.
- b) Recommend that the Policy and Finance Committee review the Council's Strategic Plan.

- c) Encourage staff to feedback areas of difficulty to the Committee Chairs and Councillors when they arise during the year.
- d) Feedback the ideas for improvements raised to relevant Committees.
- e) Review the Project Officer job description/project work programme in light of the completion of the Neighbourhood Development Plan project.
- f) Approve the following incremental adjustments:
 - i. **Assistant Grounds Person** - increase from salary point 15 to 16 from 1st December 2018.
 - ii. **Project Officer** – increase of one salary point in line with contractual clause, in recognition of recent completion of the Prince 2 Foundation training.

The Deputy Town Clerk withdrew from the meeting before discussion surrounding the remaining salary adjustment report item commenced. This issue was discussed and considered alongside agenda/minute item 7 below. Decision was deferred pending further information – see following minute (item 7).

7. Staffing Budget for the Year 2019-2020, including 3-year Forward Plan 2019-2022

The draft staffing budget for the year 2019-2020, including 3-year forward plan 2019-2022, circulated with the agenda was considered.

The Deputy Town Clerk returned to the meeting to record the resolution.

IT WAS RESOLVED that the Committee receive, for all employees, the relevant information below (a-d) to assist with setting the budget for the next 3 years and that an overall unitemised global figure, based on a single scale point increase for all staff, would be used for forecasting/estimating purposes only at this stage.

- a) Contracts of employment.
- b) Relevant pay scales and ranges.
- c) Salary scale point history/dates.
- d) Qualifications/training.

The meeting closed at 7:57pm.

.....Chairman

.....Date