

## DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at the Methodist Church, Castle Street, Dursley on Tuesday 22<sup>nd</sup> October 2019 for presentation to the Council on Tuesday 5<sup>th</sup> November 2019.

### PRESENT

Councillors: N Grecian, A Stennett (Vice Chair), S Creswick, S Ackroyd (Chair) and J Burdge.

Officers: John Kay, Town Clerk.

1. Cllrs Woodward (personal) and Thomas (business) both provided their apologies.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 6<sup>th</sup> August 2019 were confirmed as a true record and signed by the Chair.

4. 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.

5. STAFF ABSENCE REPORT

The Town Clerk provided an update on the current absence of a member of the staff.

**IT WAS AGREED** that the Town Clerk should obtain information on Occupational Health support that could be utilised by the Town Council and the member of staff in question. A meeting of the Staff Committee to be arranged on receipt of this information.

Cllr Peter Hayes joined the meeting but left due to the confidential nature of the business and him not being a member of the committee. **IT WAS AGREED** that this rule be checked by the Town Clerk.

6. STAFF ANNUAL APPRAISALS

The Chair and the Town Clerk presented the appraisals report which included a list of comments from the staff on what went well, difficulties and improvement ideas.

**IT WAS RESOLVED** for the Chair of the Committee to provide a brief report on the comments from staff at the upcoming meeting of Council.

7. STAFFING BUDGET 2020-2023.

The Town Clerk left the meeting.

**IT WAS RESOLVED** that there would be no pay spine pay rises this year, the budget will remain the same with the expected National pay rise of 2% factored in.

**IT WAS RESOLVED** that the Annual Appraisal process review be completed with the addition of a procedure to enable frequent reviews to take place in order to track progress on agreed individual targets thereby providing evidence to support pay spine increases.

The Town Clerk returned to the meeting.

The meeting closed at 7:30pm.

.....Chair

.....Date