

**DURSLEY TOWN COUNCIL**

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held online on Tuesday 9<sup>th</sup> March 2021 for presentation to the Council on Tuesday 6<sup>th</sup> April 2021.

**PRESENT**

Councillors: S Ackroyd (Chair), N Grecian, S Creswick, M Woodward and W Thomas.

Officers: John Kay, Town Clerk.

Absent: Cllr Alex Stennett.

1. There were no apologies for absence.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on Tuesday 27<sup>th</sup> October 2020 were confirmed as a true record and signed by the Chair.
4. **COVID-19 STAFFING UPDATE**

The Town Clerk provided Councillors with a staffing update, the office remaining closed to the public with one member of staff working in the office. It is planned to co-ordinate the re-opening of the office to the public with the government's plan to open non-essential retail, currently scheduled for 12<sup>th</sup> April 2021. It is expected that a maximum of two members of staff will then be able to work in the office, with further reviews over the summer months to increase to pre-covid working arrangements.

One member of the admin team is currently absent from work.

Two grounds staff continue to work full time, with one member of the team shielding. The earliest return date is the end of March but this is yet to be confirmed. A return to work plan will be developed by the Town Clerk and Chair of the Staffing Committee.

**5. TIME RECORDING**

The Committee reviewed the first three months of admin time recording statistics, it was noted the Cemetery/Burials time is quite high in comparison to other duties. Feedback provided by two members of staff referred to the frustration of having to complete two separate time sheets, one for time worked and one for time allocated to areas of the business.

The Committee reviewed the latest time recording statistics for Green Spaces staff, it was noted that there was little change in the time allocation from the previous report.

6. ANNUAL LEAVE REQUEST FROM STAFF - 2021/22

The Committee considered the request from staff to increase the number of days leave carried over to the new period 2021/22 due to Covid-19 restrictions.

**IT WAS RESOLVED** to allow staff to carry over a maximum of 10 days (pro-rata) for this year only. Staff are to be encouraged to take this leave within the first few months of the new leave year to prevent a similar request in 12 months.

7. 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.

8. TOWN CLERK SECONDARY EMPLOYMENT

The Town Clerk provided an update on his temporary role as the Acting Parish Clerk in Shurdington.

The meeting closed at 6:46pm.

.....Chair

.....Date