

15th February 2022

Staffing Committee

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFFING COMMITTEE of the Council held in the Methodist Church Meeting Room, Castle Street, Dursley at 7:30pm on Tuesday 15th February 2022 for presentation to the Council on the Tuesday 1st March 2022.

PRESENT

Councillors: M Woodward (Chair), S Creswick, S Ackroyd, N Grecian (Vice-Chair), D Savvidou, P Hayes and A Stennett.

In Attendance: J Kay, Town Clerk.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes of the Meeting of the Staffing Committee held on the 26th October 2021 were approved as a true record and signed by the Chair.

4. REGARDING THE NEW STREET CLEANER POST

IT WAS RESOLVED to approve the job specification and to commence with advertising the new position. Cllr Woodward and the Town Clerk were given the delegated authority to review applications received and to select/interview any suitable candidates. Cllr Woodward/Town Clerk to advise the Committee on the preferred candidate at a future meeting of Council or Staff Committee.

5. REGARDING FLEXIBLE/HOME WORKING

The Committee considered the current position on flexible working which has never been formally agreed by either the staff or Council and the more recent forced introduction of home working during the pandemic. The Town Clerk confirmed that all members of the administration staff were supportive of retaining the option to work from home and that the staff greatly valued the existing flexible working hours.

The Councillors agreed that there were advantages to offering administration staff the opportunity of a limited amount of home working subject to the business need of the Council but the majority of time should be spent in the office. It was noted that home working was not suitable for the grounds staff due to the nature and location of their roles.

IT WAS AGREED that the Town Clerk to develop a draft flexible/home working policy as per the discussion of the Committee and with the input from the staff. The Town Clerk agreed to draw up an average two week calendar of staff working patterns to help Councillors decide on an appropriate level of home working.

6. PROJECT OFFICER – WORKING HOURS 2022/23

IT WAS RESOLVED to confirm the additional five hours per week for the new financial year due to the number of projects planned for 2022/23.

7. REDNOCK STUDENT – WORK EXPERIENCE REQUEST

IT WAS RESOLVED to accept the request from a Year 10 Rednock Student to provide a work experience placement from Monday 13th to Friday 17th June 2022.

8. REGARDING OFFICE OPENING HOURS

The discussion included the minimum requirements of staff being present during the public opening period (currently Monday to Friday 10am-3pm) and when staff should be present to receive telephone calls. It was suggested this could be 9am to 4pm/4:30pm.

The Town Clerk commented that the staff would receive visitors to the office at other times and at no time would members of the public be turned away, however the existing opening hours seemed to meet the demand. It was noted that the number of visitors to the office has reduced dramatically during the pandemic.

It was noted that it was extremely rare that staff were not in the office during the current public opening hours. Only for short durations when a member of the staff was required to visit the Vibe Youth Centre etc was this an occurrence and that was very much down to the reduced numbers of staff in the office during the pandemic and had never been an issue previously.

IT WAS AGREED that the hours of staff being required in the office to receive telephone calls and the public hours would form part of the draft Flexible/Home Working Policy as discussed in agenda item.

8. REGARDING THE TOWN CLERK'S SECONDARY EMPLOYMENT

The Town Clerk updated the Committee that he had resigned from his part-time position at Uley Parish Council and his notice period ends on 18th February but he would continue to assist until the end of March 2022 to allow a handover of duties.

The meeting closed at 8pm.

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22/3/2022 Chair
..... Date