

22<sup>nd</sup> March 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 6:30pm on Tuesday 22<sup>nd</sup> March 2022 for presentation to the Council on the Tuesday 5<sup>th</sup> April 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 15<sup>th</sup> February 2022, were approved as a true record and signed by the Chair.

4. TO CONSIDER THE DRAFT FLEXIBLE WORKING POLICY

The Committee thanked the Town Clerk for producing the draft policy, which the Councillors considered.

**IT WAS AGREED** to recommend that the draft policy be presented to Council on Tuesday 5<sup>th</sup> April 2022 for approval with the following amendments:

- i) All flexible working requests to be submitted in writing by the member of staff and to be considered by the appropriate line management.
- ii) Any flexible working agreements to be for a maximum period of three months and are to be reviewed at this timescale should the member of staff request for them to continue.
- iii) Any overtime to be approved in advance by the line manager.
- iv) Flexi Time: Core working times to be introduced into the policy and confirmation that all staff are required to include a break of at least 30 minutes.

The Town Clerk was requested to update the draft policy with the amendments and the Chair of the Committee to approve the revised draft to be submitted to Council.

5. 2021/22 PAY AWARD

It was noted that the national pay award for 2021/22 has been issued by NALC and the backdated pay from April 2021 has been included in the March 2022 payroll for all staff.

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.

7. REGARDING STREET CLEANING OPERATIVE POSITION

The Chair of the Committee and Town Clerk recommended to the Committee that the preferred candidate be offered the position of Street Cleaning Operative on a part time contract and that the decision is referred to the Council for approval on the 5<sup>th</sup> April 2022. The preferred candidate would be subject to a three month trial period.

**IT WAS RESOLVED** to accept the recommendation.

The Councillors reviewed the draft contract and noted that that the post would be subject to the bank holiday on Thursday 2nd June 2022. The Town Clerk confirmed that the preferred candidate was willing to flexible with days to be worked and that there would be no pension obligations.


**IT WAS RESOLVED** to accept the draft contract.

8. REGARDING THE DEPUTY CLERKS CONTRACT

The Town Clerk introduced the changes to the Deputy Clerk's contract due to the increase in the hours to be worked and an update on the role's current salary banding.

**IT WAS RESOLVED** to accept the changes.

The meeting closed at 6:55pm.



Chair

25/10/2022

Date