

25 February 2014

Staff

## **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, 25<sup>th</sup> February 2014 for presentation to the Council on 4<sup>th</sup> March 2014.

### PRESENT

Councillors: Melanie-Jane Laybourne (Vice Chairman), Jane Ball, Clare Nelmes, Fiona Firth, Matt Nicholson

Officers: Town Clerk

1. Apologies for absence were accepted from Councillor Neil Grecian (personal). In the absence of the Chairman, Councillor Laybourne took the Chair.
2. There were no declarations of interest.
3. The Minutes of the Meeting of the Staff Committee held on 29<sup>th</sup> October 2013, having been circulated among the members, were taken as read, considered and approved and were signed by the Vice-Chairman as a correct record.
4. The Town Clerk reported that there had been no progress on recruiting an apprentice Administration Assistant and stressed the need for a new member of staff to be in place by the end of April when the Clerk's Assistant Mrs Ginn retires. The Clerk asked the Committee to consider recruiting an experienced person instead of an apprentice, and noted that this would impact on the staffing budget.

The Committee was keen to pursue the apprentice option, but noted that as some potential candidates would not be available to start work until the summer it might not be possible to find a new Administration Assistant within the necessary timescale.

The COMMITTEE RESOLVED to interview potential candidates for the apprentice position and if necessary employ a temp to cover for the period up to their agreed starting date. The Clerk was requested to research the cost of employing a temp and to ask South Gloucestershire and Stroud College to also advertise the position.

The COMMITTEE RESOLVED to offer the Clerk's Assistant Mrs Wellings the position of Deputy Clerk at SP26 with effect from 1<sup>st</sup> April 2014 working flexible hours averaging 19 hours per week.

The Committee had originally planned to make the Deputy Clerk's job a full time position with a job share, but following discussion the COMMITTEE RESOLVED to instead recruit a Project Officer on a short term contract to assist with ongoing projects including the Neighbourhood Development Plan and Our Place. It was

noted that there would potentially be grant funding to cover some of the cost of this. The position would then be reviewed when considering the 2015-16 budget.

The Clerk was requested to calculate the impact of the above resolutions on Council's planned staffing budget for 2014–15 for presentation to Council on 4<sup>th</sup> March 2014

.....Chairman

.....Date