

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at the Methodist Church Meeting Room, Castle Street, Dursley at 8:00pm on Wednesday, 29th April 2015 for presentation to the Council on 13th May 2015.

PRESENT

Councillors: Neil Grecian (Chairman), Fiona Firth, Clare Nelmes, Melanie Laybourne, Richard Blackwell-Whitehead, Jane Ball

Officers: Town Clerk

1. There were no apologies received.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 14th April 2015 were signed by the Chairman.
4. THE COMMITTEE AGREED the draft person specification and job description of the Project Officer position.

IT WAS RESOLVED to obtain advice on the impact of continuous fixed term contracts over a period of time, to check the impact of the budget on a Project Officer at SCP 26-29 and for the draft Job Description's to be evaluated by GAPTC or NALC. The Clerk will investigate and report back.

IT WAS RESOLVED to propose the Project Officer position on Fixed Term (Recommended) or Full Time status for approval at Annual Council Meeting on 13th May 2015.

Cllr Melanie Laybourne joined the meeting.

5. IT WAS RESOLVED to retain the existing overtime rates as stated in the DTC Staff Leave and Absence Policy and include within the policy the following section taken from "The Green Book" (NJC for Local Govt – National Agreement on Payment and Conditions of Service).

"Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply".

6. IT WAS AGREED to proceed without the need to exclude the press and public from the remainder of the meeting.

7. (i) Deputy Clerk Contract

IT WAS RESOLVED to alter the contract to display the relevant SCP scale, to include “payment by bank transfer or cheque”, for the Job Description to be evaluated by GAPTC or NALC and for budget impact if SCP 30-34 was considered. The Clerk will investigate and report back.

(ii) Project Administrator

IT WAS RESOLVED not to change the existing contract for this position.

The meeting closed at 7:10pm.

.....Chairman

.....Date