

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at the Methodist Church, Castle Street, Dursley at 7:30pm on Tuesday, 20th October 2015 for presentation to the Council on 3rd November 2015.

PRESENT

Councillors: Richard Blackwell-Whitehead (Chairman), Clare Nelmes, Melanie Laybourne, Peter Hayes.

Officers: J Kay; Town Clerk.

1. Apologies were received from Fiona Firth, Neil Grecian & Sue Creswick (all personal).
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 9th June 2015 were signed by the Chairman.
4. To consider the report to close the office between 24th December 2015 and 4th January 2016.

IT WAS RESOLVED to agree to the recommendation of the report and note the closure of offices to full council on 3rd November 2015.

5. **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.
6. Staffing Budget 2015-16 and 3 year plan.

IT WAS RESOLVED for the committee to request the clerk investigate the impact on budgets: of the living wage increase from April 2017, the increase in National Insurance contributions due to "contracting out", the staff reserve following this year's additional staffing expenditure and consider budgeting for limited staff overtime.

7. Report of 2015/16 Appraisals

Appraisals had been carried out by Cllrs Nelmes, Grecian and the Town Clerk on the 14th and 16th October. A verbal report was provided.

Training was discussed in all appraisals; it will be included within the 2015/16 budget to include Health and Safety, COSHH, First Aid, Fire Warden/Marshalling for relevant staff. It is anticipated the Town Clerk and Deputy Clerk will complete their CILCA qualifications in early 2016 with the Town Clerk continuing onto Level 4 Community Governance in 2016. Access to other SLCC and GAPTC courses will be made available to staff subject to budget and staff development need.

Other key tasks agreed during the appraisal process with staff are:

- Extension of public opening hours: 10am to 3pm
- Develop a winter works programme for grounds staff.
- Hedge reduction maintenance programme at St Marks and Kingshill Cemetery.
- Review grounds staff structure & litter picking duties.
- Development of Deputy Clerk – Council Financial Management

The meeting closed at 8:10pm.

.....Chairman

.....Date