

## **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, 5<sup>th</sup> November 2014 for presentation to the Council on 2<sup>nd</sup> December 2014.

### PRESENT

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

Officers: Town Clerk

1. Apologies for absence were received from Councillor R. Blackwell-Whitehead.
2. There were no declarations of interest.
3. The Minutes of the Meeting of the Staff Committee held on 24<sup>th</sup> September 2014 were signed by the Chairman.
4. THE COMMITTEE RESOLVED to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.
5. The Clerk and Councillor Nelmes reported on matters arising from recent staff appraisals. It was noted that the office staff had all reported concerns arising from the lack of space in and layout of the office.

All other identified training and equipment needs could be met from existing budgets or provided in house. The Clerk's appraisal has yet to be arranged.

6. The Clerk reported that some office staff had volunteered for overtime to help manage current workload and IT WAS AGREED to authorise this.

The Clerk had investigated the availability of alternative office premises, but none are currently available. The Clerk was asked to investigate further opportunities.

Quotations had been received for new office furniture including designs for improved office layouts and storage. IT WAS AGREED that, subject to confirmation that sufficient funds are available in the Council's office reserve, the Clerk should order new furniture.

The Clerk presented proposals for a new staffing structure, to be phased in during 2015, for consideration at the Council's budget meeting on 18<sup>th</sup> November 2014.

The Committee felt it was important that the staffing levels should match the volume of project work being undertaken by the Council. The COMMITTEE

RECOMMENDS the new structure and asked the Clerk to present two options to the budget meeting based on different staffing levels.

The meeting closed at 19.45pm.

.....Chairman

.....Date