

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 Wednesday, 18th February 2015 for presentation to the Council on 3rd March 2015.

PRESENT

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

Officers: Town Clerk

1. No apologies for absence were received.
2. There were no declarations of interest.
3. The Minutes of the Meeting of the Staff Committee held on 5th November 2014 were signed by the Chairman.
4. Councillor Laybourne was elected as Vice-Chairman of the Committee.

IT WAS AGREED to vary the order of the agenda items as follows.

8. The following pensions circulars were NOTED:
 - (i) LGPC Bulletins: 117, 118, 119, 120, 121
 - (ii) Local Government Association Circulars 286 and 287
 - (iii) Notes of the Shadow Advisory Board
 - (iv) LGPS Briefing Note: "LGPS 2014 How are you getting on?"
9. Statutory Guidance on the Application of the LGPS III Health Retirement Regulations: 2008 and 2014 Schemes was NOTED.
10. A letter from the Pensions Regulator was received. IT WAS AGREED to nominate the Town Clerk as the contact for the Regulator.
7. Regarding office furniture IT WAS AGREED to proceed with planned purchases for the ground and second floors, including a fire proof safe. Refitting the first floor will follow as phase 2.
6. Members considered a revised recruitment programme, timetable and job specifications. IT WAS AGREED to advertise a single post combining the roles of administration assistant/receptionist with accounts assistant/burials clerk at salary scale SP11 to SP19 depending on skills and experience, with the proviso that the role would be suitable to job sharing.

The Committee were informed of the Clerk's resignation and discussed the resulting staffing and recruitment implications. The Clerk was asked to investigate interim staffing arrangements and report back to the Committee at a further meeting on 25th February 2015 at 6.30pm, which would also consider a recruitment programme for a new Clerk.

7. It was agreed to make a formal complaint about non-payment of the AGE Grant and to copy in the local MP and NALC via GAPTC.

The meeting closed at 19.25pm.

.....Chairman

.....Date