

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 Tuesday, 14th 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

Officers: Acting Town Clerk

Others: John Kay

1. Apologies were received from Councillor Ball.
2. There were no declarations of interest.
3. The Minutes of the meeting of the Staff Committee held on 24th February 2015 were signed by the Chairman.
4. Councillor Blackwell-Whitehead proposed a resolution that Council consider appropriate time budgets and planning for Council staff/projects.

THE COMMITTEE RECOMMENDS that Council accept the proposed resolution and implement it by:

- (i) using existing knowledge to create a visual tool to assist members to consider the time and financial restraints when making decisions about work,
 - (ii) including staff implications on reports,
 - (iii) developing a 3 year strategic plan.
5. Regarding office furniture, IT WAS NOTED that agreed purchases for the ground floor had been made. IT WAS AGREED to arrange for two docking stations with monitors to be purchased from the IT budget and Display Screen Equipment assessments for staff, from the Health and Safety budget.

The Chairman of Policy and Finance, Councillor Nelmes, agreed to the expenditure from the above budgets, subject to confirmation of the exact equipment and costs.
 6. Updates on the National Minimum Wage and Living Wage Rates were considered. IT WAS AGREED that payroll would be notified to ensure that staff wages do not drop below the higher of the two rates (UK).
 7. The Local Government Association Bulletin 122 January 2015 relating to pensions was NOTED.

8. IT WAS AGREED to proceed without the need to exclude the press and public from the remainder of the meeting; Council had resolved that Mr John Kay would take up the position of Town Clerk from 27th April 2015.
9. Draft written contracts of employment for the following were considered, amended and AGREED in line with NALC guidance, the recruitment job adverts and the Council resolution 9379.2:
 - (i) Administration and Accounts Assistant (SCP 15)
 - (ii) Town Clerk and Responsible Financial Officer (SCP 39, 2 months' notice)
10. Arrangements for the Project Officer position were considered. IT WAS AGREED to hold a Staff Committee meeting before the next full Council to consider:
 - (i) the job description and person specification for the position,
 - (ii) possible assimilation of the existing post holder or if a new recruitment process is required,
 - (iii) associated advice from GAPTC/ACAS.

Councillor Nelmes agreed to discuss the process and timescales with the Project Administrator, Mrs A Gambie.

11. Arrangements for new staff induction and training were considered. IT WAS NOTED that Councillor Nelmes had met with John Kay to discuss the project list.

IT WAS AGREED that Councillor Nelmes undertake a first day induction with the Town Clerk; the Town Clerk's training needs would be considered including CILCA, 'Working with Your Council' and the pre-booked Audit training; the Town Clerk would arrange the induction for the Administration and Accounts Assistant and training needs for all staff would be considered at the appraisals in October.

IT WAS NOTED that new Councillors would require training following co-option and that the Annual Town Meeting could be used as a method of attracting people to fill the 4 vacancies on Council.

The meeting closed at 9:15pm.

.....Chairman

.....Date