

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFF COMMITTEE of the Council held at the Jacobs House, Castle Street, Dursley at 6:30pm on Tuesday, 9th June 2015 for presentation to the Council on 7th July 2015.

PRESENT

Councillors: Richard Blackwell-Whitehead (Chairman), Fiona Firth, Neil Grecian, Clare Nelmes, Melanie Laybourne, Richard Blackwell-Whitehead, Sue Creswick, Peter Hayes.

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 29th April and 13th May 2015 were signed by the Chairman.
4. The Clerk provided an update on the office furniture, the movement of files and the ordering of computer equipment; all of which are necessary to set up new work station on the ground floor reception and to create three work stations on the first floor of Jacobs House. The temporary arrangements including the new laptop stations are working adequately in the short term.
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. IT WAS RESOLVED for the committee to recommend for approval to the Town Council on the 7th July 2015, the staff proposals put forward by the Clerk for the change in pay grade to the Deputy Clerk and Project Officer roles.

7. (i) Deputy Clerk Contract

IT WAS RESOLVED to confirm the draft put forward by the Clerk with the following amendments; Item 13 remove "for employees who are paid at or below salary point 28" and number the final paragraph on page 7 as "13.2"; to recommend for approval to the Town Council on the 7th July 2015 and for staff consultation to commence.

(ii) Project Officer Contract

IT WAS RESOLVED to confirm the draft put forward by the Clerk with the following amendments; Section 9.3: Add “cheque or”, Item 13: remove “for employees who are paid at or below salary point 28” and number the final paragraph on page 6 as 13.2; to recommend for approval to the Town Council on the 7th July 2015 and for staff consultation to commence.

The meeting closed at 7:05pm.

.....Chairman

.....Date