

DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the STAFFING COMMITTEE of the Council held in the Meeting Room at the Methodist Church, Castle Street, Dursley at 6.30pm on Tuesday, 28th February 2023 to be presented to Council on Tuesday 7th March 2023.

PRESENT

Councillors: M Woodward (Chair), A Stennett (Vice-Chair), M Nicholson, S Ackroyd, S Creswick, D Savvidou and P Hayes.

In Attendance: J Kay (Town Clerk).

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The Minutes and Report of the Meeting of the Staffing Committee held on the 10th January 2023 having been circulated among the members, were taken as read, confirmed and signed by the Chair as a correct record.

4. CHAIR'S REPORT

The Chair reported that she had attended a recent staff meeting and explained the reasons behind the decisions on the 2023/24 pay awards.

5. ANNUAL APPRAISAL

Cllr Nicholson reported to the Committee that a recommendation from the recent grievance hearing was to review the existing appraisal process. The recommendation was that a new process should include a grading system, measurable target setting and scheduling of additional performance reviews when required.

IT WAS RESOLVED to review the annual process, taking into account the recommendations of the Grievance Panel. The Town Clerk was requested to enquire with other local Town/Parish Councils on their processes and to contact Gloucestershire Association of Parish & Town Councils (GAPTC) for advice. If required, the Committee would consider the use of an independent HR consultant.

6. STAFF CONTRACTS

Cllr Nicholson reported to the Committee that a recommendation from the recent grievance hearing was an independent review of existing staff contracts and pay grades. The Town Clerk advised the committee to consider contacting the SLCC and LGRC should they confirm the recommendation.

IT WAS RESOLVED for the Town Clerk to obtain quotes from the SLCC and LGRC for a staff contract and pay grade review. Both organisations to be asked whether they can support a review of the appraisal process and any associated costs.

7. STANDING ORDERS

IT WAS AGREED to recommend to Council to add the following clause to the Standing Orders Section 3 Meetings Generally:

“A member of staff to be present for all meetings to record and draft the minutes of the meeting.”

8. BUSINESS DEALT WITH IN CLOSED SESSION

To resolve to exclude the press and public from the remainder of the meeting by reason of the confidential nature of the business.

IT WAS RESOLVED to carry out the remainder of business in a closed session due to the confidential nature of the business. There were no members of the public or press present.

9. GRIEVANCE RAISED BY TOWN CLERK

- a) It was noted that the grievance raised by the Town Clerk on the pay award for 2023/24 was upheld. The Chair of the Grievance Panel, Cllr Nicholson explained that the panel had agreed that the additional responsibility over a period of time had not been acknowledged through the current appraisal process, including the significant increase in the level of Council finance. The panel also acknowledged the Town Clerk’s role in obtaining the gold accreditation of the Local Council Award Scheme in 2022.
- b) **IT WAS RESOLVED** to award the Town Clerk an incremental increase to Scale Point 37 for 2023/24 noting that further recommendations may be made by the independent review for 2024/25 and beyond.

10. 2023/24 STAFFING BUDGET

IT WAS RESOLVED to confirm the Staffing Budget for 2023/24 would be subject to an additional £1,482 as a result of the decision on the Town Clerk’s pay grade (Minute 9b).

11. UPDATE ON STAFF PERFORMANCE

The Town Clerk provided an update on the performance of the grounds staff and will continue to monitor.

There being no further business, the meeting closed at 7pm.

.....
Chair

.....
Date