

TEWKESBURY TOWN COUNCIL

MINUTES OF STAFFING COMMITTEE MEETING HELD IN THE TOWN HALL ON 11th April 2016 AT 6.00pm

PRESENT: J. Badham (Chairman), Miss K. Brennan, Mrs C. Danter and P. Workman

1. Apology Received from Councillor R. Mills

2. Declarations of Interest None

3. Dispensations None

4. Minutes of the meeting held on 25th February 2016

RESOLVED: - that the minutes of the meeting held on 25th February 2016 be agreed as correct records

5. Budget Position

RESOLVED: - that the Budget position be noted with the separate amount put aside for Professional fees.

6. Recruitment of Administrator

The Clerk had previously considered five applicants and interviewed three. The Committee then discussed the three candidates from information provided by the Agency and feedback from the Clerk. It was decided to arrange a second interview with one candidate.

7. Employment Agency Information and Costings

RESOLVED: - The Committee agreed the salary and hours to be worked. From that the Agency fees are calculated. Both this position and the other administration support officer will be offered LC1 Scale point 16 - £16,969 p.a – pro rata at 31.5 hours per week. This will be a permanent employed status contract.

8. Pension Options

Two pension plan options were discussed as an alternative to the LGPS as this is becoming increasingly costly. NEST, a new government pension plan was agreed upon and the Clerk was directed to include this pension as part of the package.

9 Time Scale for interviews and agree date of commencement

A second interview with the candidate to take place Wednesday 13th April at the Town Hall with at least two members of the Staffing Committee. If appropriate an offer will be made to the candidate following this. The start date is Monday 18th April 2016.

The meeting ended at 7:15 pm