

**TEWKESBURY TOWN COUNCIL
MINUTES OF STAFFING COMMITTEE MEETING HELD IN
THE TOWN HALL ON 14th JANUARY 2016 AT 6.00pm**

PRESENT: P. Workman (Chairman), Miss K. Brennan, Mrs C. Danter and R. Mills
Election of Chairman

It was proposed seconded and

RESOLVED: - that Councillor P. Workman be appointed Chairman for the meeting

1. Apology Councillor J. Badham

2. Declarations of Interest None

3. Dispensations None

4. Minutes of the meeting held on 10th December 2015

RESOLVED: - that the minutes of the meeting held on 10th December 2015 be agreed as correct records

5. Work Programme

RESOLVED: - that

i. the Work Programme be noted

ii. Councillors Badham, Brennan and Mills carry out the Town Clerk's appraisal before 31st January 2016

6. Budget Position

RESOLVED that the position be noted

7. Town Clerk – Work Programme

RESOLVED: - that the Town Clerk's work programme be noted

8. Exclusion of the Press & Public

RESOLVED:- that, because of the confidential nature of the following items, the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960

9. Structure Review

a. Toilet Cleaning Operatives

RESOLVED: - that the current working arrangements and contracts be endorsed

b. Town Clerk's Office

RESOLVED: - that

i. the proposed changes be included as part of the Town Clerk's appraisal

ii. the Town Clerk seek an update on the Town Council's pension obligations for any new staff appointed

10. Community Work Placement

RESOLVED: - that Town Clerk contact Cleanspace to ascertain if they would take on supervisory responsibilities for two placements

11. Readmittance of the Press and Public

RESOLVED: - that, press and public be readmitted to the meeting.

The meeting ended at 6.35 pm.

Chairman

Date