

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON
WEDNESDAY 7TH DECEMBER 2016, AT 6PM

Present: Councillors K Brennan (Chairman), P Clatworthy, J Badham, P Workman, P Aldridge, R Mills, M Sztymiak, H Burns, S Raywood.

1. Apologies

- i. Cllr C Danter

2. Declarations of Interest

Name	Interest
Cllr M Sztymiak	Tewkesbury Borough Council and Gloucestershire County Council
Cllr P Workman	Tewkesbury Borough Council

3. Dispensations

None

4. To approve the minutes of the Finance & Staffing committee meeting held on Thursday 27th October 2016

Councillors resolved that the minutes of the 27th October meeting be agreed as a correct record.

5. To recommend a NALC contract of employment for the role of Town Clerk containing main terms and conditions and a job description

Councillors discussed a contract of employment provided by Ellis Whittam and adapted its commercial terminology to make it more relevant to a parish clerk's contract. The NALC model contract provided by the clerk was not used. The chairman stated that the recruitment process will involve a covering letter with details of the offer, Terms of Employment, pension details and a Job Description. Cllr Brennan also said that this process will be used retrospectively for the current clerk's one year contract which began in March 2016.

Cllr M Sztymiak asked why a NALC model contract was not used. Cllr K Brennan responded that the council paid high fees to Ellis Whittam so she had decided to use their standard contract. The clerk reminded councillors that 2 hours free HR advice is also available from GAPTC as part of the council's membership fee. Cllr R Mills said he was not satisfied with the idea of receiving human resources advice from SLCC, NALC and GAPTC as suggested by the clerk. Cllr J Badham reminded councillors that Ellis Whittam had also been involved with the recruitment of the previous clerk. Cllr P Workman proposed that the alterations as discussed were made to the Ellis Whittam contract and that the clerk be asked to sign it on Friday 9th December. Cllr P Aldridge proposed that the committee approve the Terms of Employment and Job Description. This was seconded by Cllr J Badham.

6. To agree a date for an appraisal to take place before the one year contract expires on 31st March 2017

Regarding the current Town Clerk's appraisal Helen Railton-Price is to write a self-appraisal by Monday 12th December 2016 using an amended appraisal document agreed previously by Cllr K Brennan and Cllr P Clatworthy.

This document will form the basis of an employer appraisal planned for 20th December 2016 to be conducted by Cllr Clatworthy and Cllr Aldridge. Before the appraisal, the document will be circulated by the chairman Cllr K Brennan to the Finance and Staffing working group consisting of Cllrs P Aldridge, R Mills, H Burns, P Clatworthy and C Danter. These members will be asked to provide feedback on the self-appraisal information and then make comments on Helen Railton-Price's performance over the past 10 months. They will also suggest objectives to be set for future appraisals. These comments and objectives will be taken by Cllr Clatworthy and Cllr Aldridge to the appraisal meeting.

7. To agree that, subject to a satisfactory appraisal, the Town Clerk contract will become permanent from 1st April 2017

Cllr P Aldridge asked if the offer letter from Cllr J Badham sent to Helen Railton-Price in June 2016 confirming the terms of her offer of employment with Tewkesbury Town Council was legal. The clerk reminded councillors that this has been her only form of contract since she started in March 2016, having received no other offer letter, job description or terms of employment either from full council or the Finance and Staffing committee. Cllr M Sztymiak asked the chairman Cllr K Brennan to clarify this. Cllr R Mills proposed that Ellis Whittam should confirm it and asked Cllr K Brennan to contact them and then distribute their reply to the Finance and Staffing Committee. Cllr M Sztymiak then also proposed that the NALC model contract be used from 1st April 2017.

Cllr P Workman suggested that the results of the appraisal by Cllrs P Clatworthy and P Aldridge should be taken to the next Finance and Staffing committee for ratification and a decision. Delegated powers to the Staffing committee extend to staff recruitment but the choice of clerk should be a matter for full council. Therefore, it was proposed that the process for renewal of the existing clerk's contract should be discussed at the full council meeting on 12th December 2016. Councillors will then be asked to support the decision of the Finance and Staffing committee when they summarise the results of the appraisal at their meeting on 19th January 2017.

8. To formulate a proposal for the Staffing committee budget 2017/18

Councillors discussed both the Staffing committee and Finance committee budgets and made suggestions as to the cost centres for 2017/18.

9. To formulate a proposal for the Finance committee budget 2017/18

Councillors discussed the document overall assessing each committee's cost centre in preparation for a presentation at the full council meeting. The Clerk was asked to make amendments and prepare the collated cost centre document.

Councillors asked the Clerk to obtain Photocopier contract renew quotes.

The Meeting ended at 8:40pm

Signed, Chairman...../...../.....