

TEWKESBURY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 12TH DECEMBER 2017 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.00 AM

Present: Cllrs C Danter (Chairman), P Aldridge, S Raywood and P Workman
D Hill (Locum Clerk, minutes)

- 1) **To receive apologies**
None received.
- 2) **To receive declarations of interests**
None received.
- 3) **To receive dispensations**
None.
- 4) **To request additional budget of £3,000 from contingency for the Personnel Committee**
The budget required for the current situation was discussed and it was agreed that a budget of £5,000 would be required. It was resolved that additional budget of £5,000 be requested from contingency and recommended to Full Council. Proposed by Cllr Danter, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 5) **Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave during the consideration of items 11 and 12 on this agenda.**
Proposed by Cllr Aldridge, seconded by Cllr Raywood. Unanimous, **motion carried.**
- 6) **To receive and discuss a report from the Chairman of the Disciplinary Hearing and to agree any further actions**
Cllr Danter reported that the meeting had been postponed after introductions.
- 7) **To receive and discuss the appraisals for the Administration Support Officers**
The appraisals were noted.
- 8) **To consider the requests for training and a review of the job descriptions and salary scale point for the Administration Support Officers**
The training requests were considered and it was agreed that the Administration Support Officers can register for the ILCA qualification and investigate other relevant training through GAPTC when suitable training courses become available. The job descriptions were reviewed but it was agreed that these require further work. Accordingly the review of the salary scale point will be considered with the revised job descriptions.

9) To discuss staffing issues and agree any necessary actions

Staffing issues were discussed and it was agreed that a letter will be sent to the Administration Support Officers in light of the current working environment.

There being no further business the meeting closed at 10.50 am.

Signature of Chairman upon approval of Minutes

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