

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 28TH JUNE 2018 IN THE COUNCIL CHAMBER, TEWKESBURY TOWN HALL AT 10.00 AM

Present: Cllrs T Walker (Chairman), K Brennan, J Raywood and P Aldridge
D Hill (Town Clerk)
Cllr S Raywood

- 1) To receive apologies**
Cllr C Danter and S Franklin.
- 2) To receive declarations of interests**
None received.
- 3) To receive dispensations**
None.
- 4) To approve the minutes of the Personnel Committee meeting held on 15th May 2018**
The minutes of the meeting held on 15th May were agreed as a true record. Proposed by Cllr Brennan, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 5) To receive the handover from the Chair of the Finance and Staffing and Personnel Committees to the new Chair of the Personnel Committee**
Cllr Aldridge provided an overview of the role of the committee. Cllr Walker permitted Cllr S Raywood to provide detail on specific HR matters that had arisen throughout 2017/18.
- 6) To note the National Joint Council for Local Government Services pay award for 2018/19**
The pay award was noted.
- 7) To receive the budget report and Income and Expenditure reports for June 2018 and to agree any actions**
The reports were noted. The Clerk pointed out a discrepancy with the budget report in respect of salary payments accrued from 2017/18 that showed on the budget report for the current year. The Clerk was asked to check that a sum of £2,000 had been allocated into a general Environment & Amenities budget code and to check whether workwear should be a staffing cost.
- 8) To discuss training requirements and agree any actions**
Training requirements were discussed and it was agreed that the current training budget is insufficient. Discussion on a proposed vire to the training budget to be added to the next agenda item and the Clerk to prepare a proposal on the required budget amount.

9) 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 the following items

Proposed by Cllr Aldridge, seconded by Cllr Brennan. Unanimous, **motion carried.**

10) To receive a report on staffing matters from the Town Clerk and agree any actions

The Clerk provided a report on current staffing matters.

There being no further business the meeting closed at 11.50 am.

Signature of Chairman upon approval of Minutes

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