

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 30<sup>TH</sup> AUGUST 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

**Present:** Cllrs P Aldridge, K Brennan, S Franklin, J Raywood and C Danter (Mayor)  
D Hill (Town Clerk)

**1) Election of Chairman**

It was resolved that Cllr Aldridge be appointed as Chairman for this committee meeting.  
Proposed by Cllr Brennan, seconded by Cllr Raywood. Unanimous, **motion carried.**

**1) To receive apologies**

Cllr Walker.

**2) To receive declarations of interests**

None received.

**3) To receive dispensations**

None.

**4) To approve the minutes of the Staffing Committee meeting held on 15<sup>th</sup> August 2018**

The minutes of the meeting held on 15<sup>th</sup> August 2018 were agreed as a true record. Proposed by Cllr Raywood, seconded by Cllr Brennan. Unanimous, **motion carried.**

**5) To discuss and agree to delegate power to the Town Clerk relating to urgent staffing matters that may arise**

It was agreed to delegate powers to the Town Clerk to deal with disciplinary matters as detailed in section 2.1 of the Employee Handbook in conjunction with the Council's HR Advisor, to deal with interim staffing cover in periods of staff absence and for day to day staffing matters in conjunction with the Mayor or Deputy Mayor. Proposed by Cllr Raywood, seconded by Cllr Franklin. Unanimous, **motion carried.**

**6) To review third party HR support**

It was agreed that this committee has received invaluable support from HR Advisors and would wish to continue to receive specialist support going forwards and with the option to Diversity Biz for any additional local HR support required. It was agreed that an HR support company with a team specialising in local councils is preferable.

Cllr Danter joined the meeting at this juncture.

**7) 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 Franklin, seconded by Cllr Danter. Unanimous, **motion carried.**

**8) To discuss and review the detailed staffing budget**

The detailed staffing budget was reviewed. It was noted that the salaries budget is on target to be within budget at year end. The allocation of half of the original professional budget to this committee was discussed and it was agreed this budget should lie solely under the remit of the Finance Committee.

**9) Recruitment of Assistant to the Town Clerk**

The recruitment process was discussed and it was agreed to make an offer to the preferred candidate within the scale SCP 23-25 with membership of the Local Government Pension Scheme. The position will be subject to reference from the current employer and a six month probation period during which time the post holder will be required to study for and obtain the ILCA qualification. Proposed by Cllr Franklin, seconded by Cllr Raywood. Unanimous, **motion carried.**

**10) Staffing Matters**

Ongoing staffing matters were discussed in accordance with HR advice.

There being no further business the meeting closed at 5.45 pm.

Signature of Chairman upon approval of Minutes .....

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