

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 12TH NOVEMBER 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30AM

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

It was RESOLVED that Cllr J Raywood Chair the meeting. Proposed by Cllr Franklin, seconded by Cllr Brennan

- 1) **To receive apologies**
Cllr T Walker.
- 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 18th October 2018**
It was **RESOLVED** that the minutes of the meeting held on 18th October were agreed as a true record, subject to the amendment on item 4 regarding a typographical error on the date.
Proposed by Cllr Brennan, seconded by Cllr Danter.
- 5) **To discuss matters arising from the last meeting – for information only:**
 - i. **Harassment Policy** – is covered under the employee handbook
 - ii. **New Employment Handbook** – to be reviewed at the next staffing committee meeting.
 - iii. **Freedom of Information** – should be a procedure rather than a policy.
 - iv. **GDPR Access Request** - charge will now be £25 per hour, due to the availability of resource.
- 6) **To receive an update from the Town Clerk in respect of administration and running of the office**
The Staffing Committee were pleased with the positive feedback being received regarding the office and the staff.
- 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 Danter, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 8) **Staffing matters**

The Clerk provided a report on current staffing matters. It was **RESOLVED** to recruit for an Administration & Events Officer for 25 hours a week at around SCP 24. The role holder will be required to cover additional duties in respect of targeted income generation for bookings at the Town Council's venues.

There being no further business the meeting closed at 11.20am

Signature of Chairman upon approval of Minutes 26th November 2018

DRAFT