

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 18TH OCTOBER 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.30 PM

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

1) To receive apologies

Cllr 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 30th August 2018

The minutes of the meeting held on 30th August were agreed as a true record. Proposed by Cllr Brennan, seconded by Cllr Danter. Unanimous, **motion carried.**

5) To discuss the following policies:

- i. Unreasonable complaints
- ii. Freedom of Information
- iii. General Data Protection Regulation

It was noted that work on updating/preparing these policies is ongoing. **Action: Town Clerk to check whether a harassment policy is in the employment handbook**

6) To receive a report from the Town Clerk in relation to a subject access request

It was noted that part of a recent subject access request had been actioned by the Town Clerk. The remaining work would be chargeable as the time required to provide the information is estimated at between three to four weeks. The charge will be between £16 to £25 per hour depending on resource available.

7) To review the training budget for 2018/19

It was **RESOLVED** to keep the training budget at the same amount as originally budgeted for 2018/19.

8) To consider the preparation of the committee budget for 2019/20 and the initial development of the committee budget for 2020/21 and 2021/22

The draft committee budget was discussed and prepared for presentation to the Finance Committee.

9) To discuss and review the staffing structure

The staffing structure was discussed. It was **RESOLVED** to prepare job descriptions for the new roles of Administration Officer and Caretaker/Handyperson. Proposed by Cllr Aldridge, seconded by Cllr Raywood. It was agreed that the office opening hours will be Monday to Thursday 10am until 3pm with immediate effect.

10) 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 Brennan. Unanimous, **motion carried.**

11) Staffing matters

The Clerk provided a report on current staffing matters.

There being no further business the meeting closed at 7.15 pm.

Signature of Chairman upon approval of Minutes 12th November 2018