

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 26TH NOVEMBER 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30AM

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

1) To receive apologies

None received.

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 12th November 2018

It was **RESOLVED** that the minutes of the meeting held on 12th November were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Raywood.

5) To discuss matters arising from the last meeting – for information only:

There were no matters arising from the minutes.

6) To discuss and agree the new Employee Handbook

The draft handbook was discussed. It was **RESOLVED** to delegate authority to the Town Clerk to finalise and implement the new Employee Handbook. Proposed by Cllr Danter, seconded by Cllr Brennan.

7) To discuss and agree the renewal of the HR Support contract with Ellis Whittam

It was noted that the renewal cost had increased due to the high level of use in the past year, however due to ongoing HR matters the cover needs to be continuous with Ellis Whittam. It was **RESOLVED** to renew the HR Support contract with Ellis Whittam at a cost of £4,055 plus £39.55 Legal Expenses Cover. Proposed by Cllr Franklin, seconded by Cllr Raywood.

8) To discuss and agree a response to the email received from the ICO in respect of a GDPR subject access request

It was agreed that the ICO should be advised of the breakdown of the cost based on an average of emails received and sent in a day, from five random days.

9) To discuss the budget for 2019/20 and the following two financial years

The budget for the Town Council's contractor will be moved to Staffing from Environment & Amenities from 2019/20.

- 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 Franklin. Unanimous, **motion carried.**

- 11) Staffing matters**

The Clerk provided a report on current staffing matters including an update on the recruitment for the Administration & Events Officer. The Clerk advised the committee that Jen King, Assistant to the Town Clerk has passed the ILCA qualification.

There being no further business the meeting closed at 11.10am

Signature of Chairman upon approval of Minutes