



TEWKESBURY TOWN COUNCIL

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### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 17<sup>TH</sup> DECEMBER 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 Danter, seconded by Cllr Brennan. Unanimous, **motion carried.**

**2) To receive apologies**

Cllr Walker.

**3) To receive declarations of interests**

None.

**4) To receive dispensations**

None.

**5) To approve the minutes of the Staffing Committee meeting held on 26<sup>th</sup> November 2018**

It was RESOLVED that the minutes of the meeting held on 26<sup>th</sup> November 2018 be agreed as a true record. Proposed by Cllr Franklin, seconded by Cllr Raywood.

**6) To discuss matters arising from the last meeting – for information only**

It was noted that work was ongoing in relation to preparation of the revised employee handbook. It was noted that the HR contract with Ellis Whittam had been renewed. It was noted that the ICO had been provided with a breakdown of costs in respect of the GDPR subject access request.

**7) To discuss and agree recommendations from the Health & Safety Risk Assessment**

The Clerk advised that personal alarms are to be issued to two staff members. It was noted that CCTV cameras are present at Gloucester Road. **Action: Clerk to liaise with Tewkesbury Borough Council to ascertain the current status of these cameras.**

**8) To approve the payments list**

It was RESOLVED to approve the payments list. Proposed by Cllr Danter, seconded by Cllr Brennan.



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**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 item**

Proposed by Cllr Franklin, seconded by Cllr Raywood.

**10) Staffing Matters**

Ongoing staffing matters were discussed in accordance with HR advice.

Matters regarding staff responsibilities and roles in relation to the public toilets were discussed. It was RESOLVED that the master keys for the toilet blocks should be held at the Town Hall.

Proposed by Cllr Aldridge, seconded by Cllr Franklin.

It was RESOLVED to award one scale point increase to the Assistant to the Town Clerk with effect from 1<sup>st</sup> January 2019 in recognition of her successful completion of the Introduction to Local Council Administration. Proposed by Cllr Raywood, seconded by Cllr Danter.

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

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

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