

TEWKESBURY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 12TH MARCH 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30 AM

Present: Cllrs C Danter (Chairman), P Aldridge, S Raywood and P Workman
D Hill (Town Clerk, minutes)

- 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 Personnel Committee meeting held on 20th February 2018**
The minutes were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Danter. Unanimous, **motion carried.**
- 5) To note annual leave and training dates for 2018-19**
The dates were reported to the committee and were noted.
- 6) To note the payment of back pay to May 2015 in respect of overtime for bank holidays worked by the Toilet Cleaner**
The back pay was noted.
- 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 Aldridge, seconded by Cllr Workman. Unanimous, **motion carried.**
- 8) To receive an update on T.U.P.E. transfer of Caretaking staff to the Town Council**
The Town Clerk provided an update on the transfer. The pay scales were agreed for the two new employees at SCP 16 and at the Foundation Living Wage. Proposed by Cllr Danter, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 9) To receive a report on the recent disciplinary process**
The report was received.
- 10) To receive an update on current roles within the office**
The Town Clerk provided an update on current work allocation within the office.

11) To agree to appoint a temporary Administration/Finance Officer

The Town Clerk was authorised to commence recruitment for a Finance Officer for 15/16 hours per week (to include occasional evening meetings) at SCP 23 on a six month contract. Proposed by Cllr Danter, seconded by Cllr Aldridge. Unanimous, **motion carried.**

12) To discuss progress on the staffing restructure

It was proposed to discuss the possibility of the Administration Support Officer providing minute taking assistance for the Buildings & Moorings and Planning committees and also attending Full Council meetings to assist the Town Clerk with minute taking.

13) To discuss the contract for a permanent Town Clerk and agree a proposal to Full Council

The following options were discussed in relation to the recruitment of a permanent Town Clerk:

1. Offer Debbie Hill a permanent position with immediate effect
2. Offer Debbie a permanent contract to take affect from the end of her present contract
3. Ask Debbie to go through an interview/presentation to secure permanent contract
4. Ask Debbie to go through an interview for permanent position with enhanced conditions
5. Interview for a permanent Clerk with other candidates subject to three months probationary period

The committee agreed to refer the options to G.A.P.T.C. for further advice.

There being no further business the meeting closed at 11.10 am.

Signature of Chairman upon approval of Minutes

9th May 2018