

TEWKESBURY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 20TH FEBRUARY 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 2.00 PM

Present: Cllrs C Danter (Chairman), P Aldridge, S Raywood and P Workman
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 Personnel Committee meetings held on 22nd January and 9th February 2018**
The minutes of the meeting held on 22nd January were approved. Proposed by Cllr Danter, seconded by Cllr Raywood. The minutes of the meeting held on 9th February were approved. Proposed by Cllr Aldridge, seconded by Cllr Workman.
- 5) **To review the terms of the Personnel Committee**
It was agreed to review membership of the committee at a future Finance & Staffing meeting and to extend the committee until the committee structure is reviewed in May 2018.
Action: Clerk to add membership of the committee to a future Finance & Staffing agenda.
- 6) **To consider implementing a full staffing review**
It was agreed to review the work done previously on a staffing review and the Clerk will try to benchmark against other Town Councils at the forthcoming SLCC Branch AGM. **Action: Cllr Danter to pass information to the Clerk.**
- 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 items**
Proposed by Cllr Raywood, seconded by Cllr Aldridge. Unanimous, **motion carried.**
- 8) **To receive a report from the meeting relating to staffing issues held on 15th February 2018**
Cllr Workman gave a report to the meeting.
- 9) **To discuss any future staffing requirements**
This item was deferred to the next meeting.

10) To note annual leave and training dates for 2018-19

Annual leave should be reported through to Full Council. It was noted that appraisal training for the Personnel Committee was still outstanding.

There being no further business the meeting closed at 3.05 pm.

Signature of Chairman upon approval of Minutes 12th March 2018