

TEWKESBURY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 9TH MAY 2018 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 10.00 AM

Present: Cllrs C Danter (Chairman), P Aldridge and S Raywood
D Hill (Town Clerk)
Cllrs T Walker, S Franklin and H Burns were in attendance

1) To receive apologies

Cllr P Workman.

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 12th and 26th March and 9th April 2018

The minutes of the meetings held on 12th March and 9th April 2018 were agreed as a true record. Proposed by Cllr Aldridge, seconded by Cllr Raywood. Unanimous, **motion carried**. It was noted that there had only been an informal meeting on 26th March and therefore there were no minutes for approval.

5) To receive a budget report for 2018/19

The budget report was received. It was noted that the staffing budget had increased due to the recent TUPE transfer of two members of staff.

6) To review the staffing structure and budget requirement

The Clerk presented a report on future office staffing structure options. The options were discussed. Cllr Danter allowed Cllr Walker's request to speak. Two of the presented options were felt to be more favourable. **Action: Clerk to prepare more detailed proposals on those two options.**

7) To discuss the Information Audit (Scope of GDPR) in relation to this committee

The scope of GDPR was discussed in relation to this committee. It was noted that several files have been identified for destroying in line with the new requirements. **Action: the Clerk to continue to work to identify and mitigate the risks in conjunction with Cllr Raywood.**

8) 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 Raywood. Unanimous, **motion carried**.

- 9) **To agree the permanent contract for the Town Clerk following the presentation and interview to Councillors held on 1st May 2018**
It was agreed to proceed with the contract as circulated to members ahead of the presentation and interview. Proposed by Cllr Aldridge, seconded by Cllr Raywood. Unanimous, **motion carried.**
- 10) **To discuss correspondence received from a former employee and to consider HR advice and agree the response**
The draft letter was discussed and agreed for issue. Proposed by Cllr Danter, seconded by Cllr Raywood. Unanimous, **motion carried.**
- 11) **To receive a report on staffing matters from the Town Clerk**
The Clerk provided a report on current staffing matters. It was agreed that the Clerk should take HR/GAPTC advice regarding ongoing HR matters. Authority was delegated to the Clerk to liaise with the Finance Officer regarding future resourcing requirements up to 20 hours per week and up to SCP 23. Proposed by Cllr Danter, seconded by Cllr Raywood. Unanimous, **motion carried.**

There being no further business the meeting closed at 11.15 am.

Signature of Chairman upon approval of Minutes

15th May 2018