

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 8TH APRIL 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

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

- 1) **To receive apologies**
None.
- 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 28th February 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 28th February 2019. Proposed by Cllr Danter, seconded by Cllr Franklin.
- 5) **To discuss matters rising from the last meeting – for information only**
Agenda Item 5: Installation of CCTV camera at Gloucester Road carried forward.
Agenda Item 8: GDPR Subject Access Request: Awaiting response from complaint and then consider escalation to Department for Digital, Culture, Media & Sport copying in the MP for Tewkesbury.
- 6) **To approve the payments list**
There were no payments.
- 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 Raywood, seconded by Cllr Brennan.
- 8) **Staffing Matters**
 1. The Town Clerk gave an update on the recent employment tribunal case between Miss L Netherton and Tewkesbury Town Council. Decision notes detailing the hearing will be published online shortly. The Committee thanked Cllr Danter and the Town Clerk for their hard work in defending the case on behalf of the Town Council.
 2. The Town Clerk gave an update regarding ongoing staffing matters.
 3. Appraisal dates were noted.
 4. A request had been received from the Public Convenience Coin Collector to be paid for excess holiday entitlement not taken during the holiday year ending March 2019. As

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per the Employment Handbook, seven days may be carried forward to the next leave year. The remaining unused holiday entitlement is forfeited.

5. It was RESOLVED to delegate authority to the Town Clerk to spend up to £5,000 on arranging events for the Town Council in order to enable the Events Manager to work on a programme of events in accordance with enabling the post holder to achieve the financial targets set. The events budget will be reviewed monthly by the Finance Committee and will also be reviewed periodically by the Staffing Committee. Proposed by Cllr Raywood, seconded by Cllr Brennan.
6. The NJC pay award for 2019/20 and the increase in the Foundation Living Wage to £9 per hour from 1st April 2019 were both noted.
7. Cllr Walker to contact Cllr V Smith to ask him to apologise to the Town Clerk in public for the comment made at Full Council regarding the statement alleging there had been a gross mis-management of the budget and to apologise to the Assistant to the Town Clerk about the tone of their recent telephone conversation.
8. Following the end of the probation period of the Assistant to the Town Clerk it was RESOLVED to appoint the post holder to the Position of Assistant Town Clerk, in the salary range SCP 19-23 with effect from 1st April 2019. Proposed by Cllr Aldridge, seconded by Cllr Raywood.

There being no further business the meeting closed at 5.00 pm.

Signature of Chairman upon approval of Minutes 2nd May 2019