

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 2ND MAY 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

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

- 1) **To receive apologies**
Cllrs Walker and Brennan.
- 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 8th April 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 8th April 2019 with one small amendment to item 8) 1. Proposed by Cllr Danter, seconded by Cllr Raywood.
- 5) **To discuss matters rising from the last meeting – for information only**
Agenda Item 5: Notes of the employment tribunal have been published online on the employment tribunal sections of the Government's website.
- 6) **To note appraisal dates**
Town Clerk 14th May
Finance Assistant 15th May
- 7) **To approve the payments list**
It was RESOLVED to approve the payments list. Proposed by Cllr Danter, seconded by Cllr Aldridge.
- 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 Raywood, seconded by Cllr Franklin.
- 9) **To review the staffing budget report**
The staffing budget was reviewed.
- 10) **Staffing Matters**
 1. The GDPR subject access request was discussed and it was agreed that Cllr Raywood would meet with the Town Clerk to check through the documents to be released.
 2. Town Clerk gave an update regarding a confidential staffing matter

TEWKESBURY TOWN COUNCIL

3. Due to current workloads and with a view to the situation continuing for at least the next six months the committee agreed that the Town Clerk increase her hours. It was RESOLVED that the Town Clerk increase her hours to 37 per week for a six-month period from 1st May 2019. To be reviewed in October 2019. Proposed by Cllr Aldridge, seconded by Cllr Raywood.
4. Issues with regards to harassment of staff through excessive emails were discussed. It was agreed to monitor the situation.
5. It was noted that due to increased bookings and work levels bank staff may need to be used to provide additional cover for the Facilities Management duties. The Town Clerk will manage this on an ongoing basis.
6. It was noted that the Town Council has introduced new processes recently and this may necessitate a new process audit. Town Clerk to action if required up to £250 spend limit.
7. It was noted that due to increased staffing cover, the office opening hours are now 9.30am to 3.00pm Monday to Thursday.

There being no further business the meeting closed at 6.00 pm.

Signature of Chairman upon approval of Minutes