

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE MEETING
FRIDAY 27TH SEPTEMBER 2019**

To: Members of Staffing Committee: Councillors K Brennan (Chairman), P Aldridge, H Davis, K Powell and S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held in the Mayor's Parlour, Town Hall, High Street, Tewkesbury, on **27th September commencing at 9.30 am.**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
23rd September 2019

AGENDA

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Staffing Committee meeting held on 2nd May 2019
5. To discuss matters arising from the last meeting - for information only
6. To agree Christmas opening hours and staffing cover
7. To discuss a programme of work for the committee
8. To discuss a policy for staff training
9. To review the Staffing Committee budget report
10. To approve the payments list
11. 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 item on this agenda
12. Staffing matters

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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

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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 27th September 2019

Detailed Income & Expenditure by Budget Heading 31/08/2019

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Staffing								
4000 Staff Salary	9,945	46,472	94,162	47,690		47,690	49.4%	
4030 PAYE and NI	0	1,205	7,823	6,618		6,618	15.4%	
4040 Pension	53	232	19,876	19,644		19,644	1.2%	
4050 Staff Mileage & Benefits	0	198	100	(98)		(98)	198.0%	
4060 Councillor Travel	0	0	1	1		1	0.0%	
4070 Staff other Expenses	418	793	1	(792)		(792)	79260.0	
4080 FM Contractor	2,779	11,963	24,225	12,262		12,262	49.4%	
4090 Payroll Processing	37	148	750	602		602	19.7%	
4100 Professional Fees	0	0	3,500	3,500		3,500	0.0%	
4110 Training	364	644	2,500	1,856		1,856	25.7%	
Staffing :- Indirect Expenditure	13,595	61,655	152,938	91,283	0	91,283	40.3%	0
Net Expenditure	(13,595)	(61,655)	(152,938)	(91,283)				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	13,595	61,655	152,938	91,283	0	91,283	40.3%	
Net Income over Expenditure	(13,595)	(61,655)	(152,938)	(91,283)				
Movement to/(from) Gen Reserve	(13,595)	(61,655)						