

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON FRIDAY 27TH SEPTEMBER 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.30 AM

Present: Cllrs K Brennan (Chair), S Raywood and J Raywood
D Hill (Town Clerk)

- 1) To receive apologies**
Cllrs Aldridge (personal) and Davis (business). Cllr Powell was absent.
- 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 2nd May 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 2nd May.
Proposed by Cllr J Raywood, seconded by Cllr Brennan.
- 5) To discuss matters rising from the last meeting – for information only**
None.
- 6) To agree Christmas opening hours and staffing cover**
The office will close at midday on Tuesday 24th December and will re-open at 9.30 am on Monday 30th December.
- 7) To discuss a programme of work for the committee**
Cllr Brennan had prepared a draft programme of work which was discussed and further items were added. It was agreed to hold quarterly Staffing Committee meetings on the first Monday in December, March, June and September with an additional meeting to be held on Monday 21st October, all at 4pm in the Mayor's Parlour.
Actions: Cllr Brennan to circulate the revised programme of work.
Town Clerk to contact Tewkesbury Abbey re potential date in September 2020 for the Civic Service.
- 8) To discuss a policy for staff training**
It was noted that the Training Policy needs revising.
- 9) To review the Staffing Committee budget report**
The staffing budget was reviewed.
- 10) To approve the payments list**
None.

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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 items

Proposed by Cllr S Raywood, seconded by Cllr Brennan.

12) Staffing Matters

1. **Harassment of Town Clerk in relation to ongoing legal case** – the Town Clerk to liaise with Thomson & Bancks to agree the best way to deal with the issues
2. **Appraisals** – Appraisals for the Finance Assistant and Town Clerk have been completed.
3. **Incremental pay increases** – It was RESOLVED to award incremental increases as follows:
 - i. Events Officer – two points increment from 1st October
 - ii. Finance Assistant – one point increment from 1st October
 - iii. Town Clerk – one point increment backdated to 1st JuneProposed by Cllr J Raywood, seconded by Cllr Brennan.
4. **Town Clerk hours** - It was RESOLVED to extend the Town Clerk working full time to 31st December 2019. To be reviewed in December.

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

Signature of Chairman upon approval of Minutes 21st October 2019