

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 2<sup>ND</sup> DECEMBER 2019 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

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

- 1) **To receive apologies**  
Cllr Aldridge (personal). 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 21<sup>st</sup> October 2019**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 21<sup>st</sup> October with one small amendment to item 10. Proposed by Cllr S Raywood, seconded by Cllr Davis.
- 5) **To discuss matters rising from the last meeting – for information only**
  - Programme of work – Cllr Brennan to circulate, carried forward.
  - Civic Service – Tewkesbury Abbey booked for 13<sup>th</sup> September 2020 at 3pm. **Action: Town Clerk to submit form to Abbey in order to obtain accurate costing.**
  - Training Policy review – carried forward.
- 6) **To consider options for the HR support contract and to agree the preferred provider**  
It was RESOLVED to appoint Diversity Business Services to provide HR support under the Foundation package at a cost of £125 per month, plus onsite HR support for two hours per quarter at a cost of £75 per hour plus travel expenses. **Action:** Town Clerk to arrange legal expenses insurance (employment claims) cover. Proposed by Cllr Davis, seconded by Cllr Raywood.
- 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) **To review the draft Staffing Committee budget**  
The draft committee budget was reviewed.
- 9) **Staffing Matters**
  1. **Town Clerk:** It was RESOLVED to maintain the Town Clerk's hours at 37 until 31<sup>st</sup> March 2020. Proposed by Cllr Davis, seconded by Cllr Raywood.

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- 2. **Public Conveniences Cleaner:** It was noted that the Environment & Amenities Committee had resolved to remove charging from the Town Council owned public conveniences. Accordingly, this decision has resulted in the position of Public Conveniences Cleaner no longer existing. The member of staff will be given notice of redundancy and enter a consultation period.
- 3. **Public Conveniences Cleaner:** It was noted that a review of the cleaning duties at the Town Council owned public conveniences had identified that the role required two hours work per day. The member of staff will be given notice of redundancy, enter a consultation period and be offered suitable alternative employment.

There being no further business the meeting closed at 6.20 pm.

Signature of Chairman upon approval of Minutes ..... 30<sup>th</sup> January 2020