

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 11TH MAY 2020**

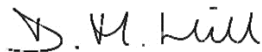
To: Members of Staffing Committee: Councillors K Brennan, (Chair), P Aldridge, H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Monday 11th May 2020 commencing at 4.00pm**

Members of the public and press are welcome to attend.

Zoom meeting id: 232-574-6450

Zoom meeting password: 800169



Debbie Hill
Town Clerk
5th May 2020

AGENDA

1. To elect a Chair of the Staffing Committee
2. To receive apologies
3. To receive declarations of interests
4. To receive dispensations
5. To approve the minutes of the Staffing Committee meeting held on 29th January 2020
6. Matters arising from the minutes – for information only
7. To receive correspondence relating to the Staffing Committee
8. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
9. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1.
Sub section 2
10. Update from the Town Clerk on existing Staffing Matters
11. Staffing Matters

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MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 29TH JANUARY 2020 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 5.00 PM

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

- 1) **To receive apologies**
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 December 2019**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 2nd December 2019. Proposed by Cllr Aldridge, 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 13th September 2020 at 3pm – costs now received and passed to Finance Committee.
 - Training Policy review – carried forward.
- 6) **Correspondence**
A letter has been received from The Pensions Regulator about re-enrolment and re-declaration. The Town Council's re-declaration deadline is 31st March 2020.
- 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 Aldridge.
- 8) **Staffing Matters**
 1. **Redundancy update:** It was noted that the period of time in which an appeal could be made had now passed. The Town Clerk confirmed that the leaving date for the Public Conveniences Coin Collector is 19th March 2020 and for the Public Conveniences Cleaner is 9th April 2020.
 2. **Salary Increases:** It was RESOLVED to award the Public Conveniences Toilet Cleaner a pay increase to the foundation living wage of £9.30 per hour with effect from 1st April 2020. Proposed by Cllr Aldridge, seconded by Cllr Brennan.

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- 3. Office Opening Hours:** The committee reviewed the current staffing cover and office opening hours of Monday to Thursday 9.30am until 3pm. They noted that the busiest time in the office was over lunchtime at that current arrangements cover this period. The current opening hours will remain in place.
- 4. Town Clerk:** The Town Clerk will be on sick leave from Wednesday 5th February and the Assistant Town Clerk will provide cover in her absence. The Town Clerk informed the committee that she was considering standing as a candidate in the forthcoming local election in Gloucester. It was noted that there would be no conflict of interest if the Town Clerk wished to pursue this opportunity.

There being no further business the meeting closed at 5.50 pm.

Signature of Chairman upon approval of Minutes 2nd March 2020

DRAFT