

**TEWKESBURY TOWN COUNCIL  
STAFFING COMMITTEE  
WEDNESDAY 27<sup>TH</sup> MAY 2020**

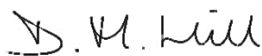
**To: Members of Staffing Committee:** Councillors S Raywood, (Temporary Chair), P Aldridge, K Brennan, H Davis, K Powell

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Wednesday 27<sup>th</sup> May 2020 commencing at 4.00pm**

**Members of the public and press are welcome to attend.**

Zoom meeting id: 966 4189 9448

Zoom meeting password: 052244



Debbie Hill  
Town Clerk  
21<sup>st</sup> 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 11<sup>th</sup> May 2020
6. Matters arising from the minutes – for information only
7. To receive correspondence relating to the Staffing Committee
8. To note decreases to employer contribution rates to the Local Government Pension Scheme
9. 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.)*
10. 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
11. Staffing Matters

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 11<sup>TH</sup> MAY 2020 VIA ZOOM AT 4.00 PM

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

- 1) **To elect a Temporary Chair of the Staffing Committee**  
Due to Cllr Brennan covering the line management of the Town Clerk it was necessary to appoint a Temporary Chair. It was RESOLVED to appoint Cllr Raywood as Temporary Chair. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 2) **To receive apologies**  
Cllr Aldridge (health), Cllr Powell was absent.
- 3) **To receive declarations of interests**  
None received.
- 4) **To receive dispensations**  
None.
- 5) **To approve the minutes of the Staffing Committee meeting held on 29<sup>th</sup> January 2020**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 29<sup>th</sup> January 2020. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 6) **To discuss matters rising from the last meeting – for information only**  
None
- 7) **Correspondence**  
None.
- 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.)*  
None.
- 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**  
Proposed by Cllr Brennan, seconded by Cllr Davis.
- 10) **Update from the Town Clerk on existing Staffing Matters**  
The Town Clerk advised that the redundancy process was complete for the Public Conveniences Coin Collector and the Public Conveniences Cleaner.

**11) Staffing Matters**

1. **Staffing & FM Contractor matters:** It was noted that four members of staff were working from home and one member of staff was working in the office. GAB Services were working on smartening up the buildings, Moorings, Back of Avon and alleys. It was RESOLVED to ratify the decision made on 6<sup>th</sup> May 2020 to furlough the Events Officer and the Finance Assistant until 30<sup>th</sup> June 2020. The salaries of both members of staff are to be topped up by 20% to ensure no reduction in pay and the situation will be reviewed at a Staffing Committee meeting to be held on Wednesday 2<sup>th</sup> May at 4.00pm. Proposed by Cllr Brennan, seconded by Cllr Davis.
2. **Salary Increases:** It was noted that the Assistant Town Clerk had received a contractual one-point incremental pay rise from 1<sup>st</sup> April 2020. It was noted that there had been a revised NJC pay offer for 2020/21.
3. **Employee Handbook & Master Contract of Employment:** It was RESOLVED to approve the amended Employee Handbook and Master Contract of Employment. Proposed by Cllr Davis, seconded by Cllr Brennan.
4. **Staff Appraisals:** It was noted that appraisals are due for the Assistant Town Clerk and the Events Officer. Assistant Town Clerk appraisal to be carried out in June and the Events Officer to be carried out on return from furlough.
5. **Mobile Telephones:** It was noted that both the Town Clerk and the Events Officer should have a dedicated work mobile telephone. **Action:** Town Clerk to investigate the options. It was noted that this may be easier once restrictions have been lifted.
6. **Complaint:** A complaint concerning the Town Clerk was discussed. It was noted that to prevent such an event occurring in the future, a dedicated work mobile telephone is required for both the Town Clerk and the Events Officer. It was also noted that the Social Media Policy should be reviewed. **Action:** Cllr Raywood to reply to the complainant and to review the Social Media Policy.

There being no further business the meeting closed at 5.00 pm.

Signature of Chairman upon approval of Minutes ..... 27<sup>th</sup> May 2020