

**TEWKESBURY TOWN COUNCIL  
STAFFING COMMITTEE  
MONDAY 11<sup>TH</sup> MAY 2020**

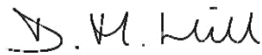
**To: Members of Staffing Committee:** Councillors J Raywood, (Chair), H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Monday 15<sup>th</sup> June 2020 commencing at 2.00pm**

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

Zoom meeting id: 919 9294 9915

Zoom meeting password: 836183



Debbie Hill  
Town Clerk  
9<sup>th</sup> June 2020

**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 27<sup>th</sup> May 2020
5. Matters arising from the minutes – for information only
6. 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
7. Staffing Matters

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 27<sup>TH</sup> MAY 2020 VIA ZOOM AT 4.00 PM

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

- 1) **To elect a Temporary Chair of the Staffing Committee**  
It was RESOLVED to appoint Cllr Raywood as Temporary Chair. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 2) **To receive apologies**  
None. 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 11<sup>th</sup> May 2020**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 11<sup>th</sup> May 2020. Proposed by Cllr Brennan, seconded by Cllr Davis.
- 6) **To discuss matters rising from the last meeting – for information only**  
None
- 7) **Correspondence**  
None.
- 8) **To note decreases to employer contribution rates to the Local Government Pension Scheme**  
The decreases from the 2019/20 rate of 24.8% were noted as being 23.6% in 2020/21, 22.4% in 2021/22 and 21.1% in 2022/23.
- 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.)*  
None.
- 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**  
Proposed by Cllr Brennan, seconded by Cllr Davis.

Cllr J Raywood left the meeting at this juncture.

11) **Staffing Matters**

1. **Furloughed members of staff:** Staffing levels were reviewed in relation to office workloads. It was RESOLVED that the Events Officer will be taken off furlough and return to work on her normal terms and conditions from Monday 1<sup>st</sup> June 2020. Proposed by Cllr Brennan, seconded by Cllr Davis. The Finance Assistant will remain furloughed and this will be reviewed at the next Staffing Committee meeting on Monday 15<sup>th</sup> June at 2pm.
2. **Staying COVID-19 Secure in 2020:** The Town Clerk advised that a risk assessment for the office staff is being prepared in line with government guidelines. It will be based on no more than three members of staff to be working in the office. The assessment will be distributed to the committee for information and will be shared with all staff.
3. **Annual leave:** In accordance with the Employee Handbook, the Town Clerk requested a period of annual leave in June 2021 for up to 15 days due to a cancelled holiday in August 2020 that had included a bank holiday. It was noted that this would be outside of school holidays and therefore cover would not be an issue. It was RESOLVED to approve the annual leave request from the Town Clerk. Proposed by Cllr Brennan, seconded by Cllr Davis.

There being no further business the meeting closed at 4.35 pm.

Signature of Chairman upon approval of Minutes ..... 15<sup>th</sup> June 2020