

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 6TH JULY 2020**

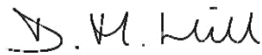
To: Members of Staffing Committee: Councillors J Raywood, (Chair), H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Monday 6th July 2020 commencing at 4.00pm**

Members of the public and press are welcome to attend.

Zoom meeting id: 935 9871 1027

Zoom meeting password: 428231



Debbie Hill
Town Clerk
1st July 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 15th June 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. Matters arising from the minutes – for information only
8. Staffing Matters

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
MONDAY 15TH JUNE 2020 VIA ZOOM AT 2.00 PM**

Present: Cllrs J Raywood (Chair), H Davis, S Raywood, P Aldridge (Town Mayor)
D Hill (Town Clerk)

- 1) **To receive apologies**
None. 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 27th May 2020**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 27th May 2020. Proposed by Cllr Davis, seconded by Cllr S Raywood.
- 5) **To discuss matters rising from the last meeting – for information only**
Purchase of two mobile telephones carried forward.
- 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**
Proposed by Cllr Raywood, seconded by Cllr Davis.
- 7) **Staffing Matters**
 1. **Review of furlough arrangements and any actions required:** It was noted that the Finance Assistant is furloughed until 30th June 2020. Adaptations to the working environment were discussed. It was RESOLVED to purchase a desk for home use for the Finance Assistant and for the office desktop computer to be relocated if required and that the Finance Assistant will be taken off furlough and return to work from the beginning of July (in line with availability of a desk). Proposed by Cllr S Raywood, seconded by Cllr Davis.
 2. **Review of recommendation from internal audit report 2019/20:** The Town Clerk advised that the Internal Audit report had raised considering issuing a letter to all employees confirming their new salary scale point following the rationalisation of the scale points in April 2019. It was agreed that new letters will be issued. **Action:** Town Clerk to liaise with Cllr J Raywood to prepare and send out these letters.
 3. **Staffing budget review & review of staff costs following redundancies:** The Staffing Committee budget and annual costs spreadsheet were reviewed.

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4. **Town Clerk hours:** The working hours of the Town Clerk were reviewed and it was noted that the Town Clerk had accrued 34 additional hours from 1st April 2020 to 12th June 2020 (14 of those hours being accrued in June). It was RESOLVED to amend the hours of the Town Clerk to 37 hours per week, backdated to 1st June 2020. Proposed by Cllr J Raywood, seconded by Cllr Davis. The Town Clerk was asked to try to take back the remaining 20 hours as time off in lieu before the end of July. The ongoing workload in the office was discussed. **Action:** Review of office hours to be discussed at the next meeting.
5. **Town Clerk salary review as agreed in 2019 appraisal:** It was noted that the Town Clerk was overdue a review. **Action:** Cllrs J Raywood and Aldridge to meet to discuss and move forward.
6. **Note Bars Supervisor Job Description and Zero hours contract of employment template:** The job description and zero hours contract template as provided by the Town Council's HR Support were noted.
7. **Review of office roles and salary levels:** This item to be discussed at the next meeting.

There being no further business the meeting closed at 3.17 pm.

Signature of Chairman upon approval of Minutes 6th July 2020