

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 6<sup>TH</sup> JULY 2020 VIA ZOOM AT 4.00 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 15<sup>th</sup> June 2020**  
The letter S to be added in front of Cllr Raywood on item 6.  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 15<sup>th</sup> June 2020. Proposed by Cllr Davis, seconded by Cllr Aldridge.
- 5) **Matters arising 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 Aldridge, seconded by Cllr Davis.
- 7) **Matters arising from the last meeting – for information only**  
Letters confirming salary points to be issued to all staff – Town Clerk to liaise with Cllr J Raywood regarding the issue of letters.
- 8) **Staffing Matters**
  1. **Review of furlough arrangements:** It was noted that the Finance Assistant had returned from furlough as of today but was currently on sick leave.
  2. **Review of resources required for current working arrangements:** The Town Clerk advised that a desk had been delivered to the Finance Assistant. The availability of Adobe software was discussed. The Town Clerk advised that this software was installed locally on the Town Clerk's laptop and on the Assistant Town Clerk's desktop. **Action:** Administration Assistant to be set up as a user on the Assistant Town Clerk's desktop. Town Clerk to add a note to the website regarding availability of agenda packs during current working climate.

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- 3. **Review of annual costs spreadsheet:** The current annual costs and projected annual costs were reviewed in line with the salary budget. It was noted that the recruitment for a Public Conveniences Cleaner could now commence.
- 4. **Reviews/Appraisals:** Appraisals have recently been completed for the Town Clerk, Assistant Town Clerk and the Events Officer. It was noted that the Town Council needs to consider the implementation of a Scheme of Delegation.
- 5. **Review of hours worked in the office:** The Assistant Town Clerk is content with her contracted working hours. The Administration Assistant is happy to increase her working hours by one hour per day. Situation regarding office workload and hours required to be monitored going forwards as lockdown measures continue to be relaxed.

Members agreed to extend the meeting by 15 minutes.

- 6. **Office roles and salary reviews:** It was noted that office roles need to be benchmarked to ensure staff are being remunerated at the correct level. Costings to be obtained for the next Staffing Committee meeting.
- 7. **Recent problematic email communication with the Town Clerk:** The recent email chain between the Town Clerk and a member of the public surrounding a decision of the Planning Committee was discussed.

There being no further business the meeting closed at 5.45 pm.

Signature of Chairman upon approval of Minutes ..... 2020