

**TEWKESBURY TOWN COUNCIL**

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON  
MONDAY 10<sup>TH</sup> AUGUST 2020 VIA ZOOM AT 4.00 PM**

**Present:** Cllrs J Raywood (Chair), H Davis, S Raywood, D Hill (Town Clerk)  
One member of the public

**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 6<sup>TH</sup> July 2020**

It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 6<sup>th</sup> July 2020.  
Proposed by Cllr S Raywood, seconded by Cllr Davis.

**5) To receive written questions from members of the public**

The following question was received from a member of the public:

*At the Staffing Committee of 30 Aug 2018, the Committee agreed to "delegate powers to the Town Clerk to deal with interim staffing cover in periods of staff absence and for day-to-day staffing matters in conjunction with the Mayor or Deputy Mayor".*

*Under a Freedom of information request, the Town Clerk has informed me that no interim staff have been recruited since 30 Aug 2018. Given this:*

*A) what was the reason for deciding to delegate these powers to the Town Clerk?*

*B) should this delegation now be cancelled?*

Cllr J Raywood responded that we were living in uncertain times and that it was important for the Town Council to be able to bring in interim staff if required. The purpose of the delegation was to ensure that the business of the Council can continue to run on a day to day basis. The delegation will remain.

**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 S Raywood, seconded by Cllr Davis.

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**7) Matters arising from the last meeting – for information only**

- 5) Purchase of two mobile telephones - carried forward
- 8) 2. Admin. Assistant to be set up as a user on the Assistant TC’s desktop – complete
- 8) 2. Town Clerk to add a note to the website regarding availability of meeting packs - complete

**8) Staffing Matters**

- 1. **Revised Government advice concerning places of work:** The committee discussed the current working arrangements and agreed it would be appropriate for staff to gradually return to work (in accordance with the risk assessment). All four staff who have been working from home will aim to be working half their hours in the office by the end of September assuming guidelines don’t change.
- 2. **To consider a request for permanent home working from the Finance Assistant:** The committee considered the request but agreed that the role of Finance Assistant was an office-based role. The committee agreed to flexibility regarding home working until 31<sup>st</sup> December 2020 in line with the context of the request. The plan discussed in item 8) 1. Also applies to the Finance Assistant.
- 3. **To approve the performance related pay rise of the Town Clerk following the annual appraisal process:** It was RESOLVED to award a one point pay scale increase to the Town Clerk with effect from 1<sup>st</sup> June 2020. Proposed by Cllr Davis, seconded by Cllr S Raywood.
- 4. **Update on recruitment of a Toilet Cleaner and Bars Supervisor:** The Town Clerk advised that considering the current pandemic and the sustained vandalism at Spring Gardens toilet block, recruitment had been put on hold. As an interim measure the GAB Services will continue to clean the toilet blocks, but due to workloads increasing to near normal levels, the Town Clerk had authorised a temporary increase of an additional 10 hours per week to the contract with effect from 1<sup>st</sup> August 2020. The position of Bars Supervisor and bank bar staff will be advertised.
- 5. **Complaint:** A complaint from a member of the public was discussed.
- 6. **Review of Assistant Town Clerk and Events Officer salaries:** The Town Council’s HR Adviser has undertaken a salary benchmarking exercise and the findings of this were discussed and the implications of the recommended salary levels were considered against the budget position. It was noted that both the Assistant Town Clerk and Events Officer had recently completed performance appraisals. It was RESOLVED to award a four point salary increase to the Assistant Town Clerk and a four point salary increase to the Events Officer. Proposed by Cllr J Raywood, seconded by Cllr Davis.

There being no further business the meeting closed at 5.37 pm.

Signature of Chairman upon approval of Minutes ..... 21<sup>st</sup> September 2020