

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 21ST SEPTEMBER 2020 VIA ZOOM AT 4.00 PM

Present: Cllrs J Raywood (Chair), P Aldridge (Town Mayor), K Brennan, H Davis, S Raywood, 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 10th August 2020**
It was noted that a member of the public attended the last Staffing Committee meeting and that this information should be added to the minutes. With one small amendment noted, it was RESOLVED to approve the minutes of the Staffing Committee meeting held on 10th August 2020. Proposed by Cllr Davis, seconded by Cllr S Raywood.
- 5) **Public participation**
None.
- 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.
- 7) **Matters arising from the last meeting – for information only**
None.

Cllr Brennan joined the meeting at this juncture.

- 8) **Staffing Matters**
 1. **Update on bar staff:** The Town Clerk advised that a Bars Supervisor had been appointed with a backup also appointed to be called upon as and when required. A bank of bar staff is available to call upon going forwards. It was noted that all bar staff are engaged on a zero hour basis.
 2. **Update on Town Crier:** The Town Clerk advised that the Town Crier will be provided with a vizor and this has been included on the risk assessment. The Town Crier will recommence duties, but this will be monitored in accordance with government guidelines.
 3. **Purchase of mobile phones:** It was agreed to look into a good value business contract for two mobile phones.

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4. **National Pay Review:** The Town Clerk advised that the national pay review had been implemented in the September salary. The pay rise was 2.75% back dated to 1st April 2020 with an additional one day annual leave for all staff on the basic 21 days per year entitlement. The national agreement was noted by the Committee.
5. **Budget Review:** The budget report was reviewed. This will be reviewed again at the next meeting when the half year position will be available. The forward budget will also be discussed at the next meeting.
6. **Staff return to the office and any adjustments required:** The Town Clerk reported that staff had gradually returned to the office on a phased basis with the target of half of all hours being worked in the office by the end of September. The Town Clerk advised that due to work requirements, the Finance Assistant had been asked to return to working in the office from 14th September 2020.
7. **Administration Assistant:** The Town Clerk reported that the Administration Assistant is prepared to work an extra hour each day, Monday to Thursday if required.
8. **Recruitment of Public Conveniences Cleaner:** It was agreed to continue to monitor the situation in relation to COVID19 and no advertisement will be placed for the time being. The interim cover provided by GAB Services to continue during this period.
9. **Finance Assistant:** The Committee noted that the Finance Assistant is currently signed off work and due to return on 13th October 2020. The Town Clerk has arranged interim cover for a three-week period.
10. **Town Clerk interim review:** carried forward to the next meeting.

There being no further business the meeting closed at 5.11 pm.

Signature of Chairman upon approval of Minutes 12th October 2020