

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 22ND MARCH 2021**

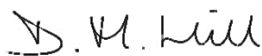
To: Members of Staffing Committee: Councillors J Raywood, (Chair), K Brennan, H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Monday 22nd March 2021 commencing at 4.00pm**

Members of the public and press are welcome to attend.

Zoom meeting id: 980 5083 8152

Zoom meeting password: 677670



Debbie Hill
Town Clerk
17th March 2021

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 26th February 2021
5. 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.)*
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
FRIDAY 26TH FEBRUARY 2021 VIA ZOOM AT 4.00 PM**

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

- 1) **To receive apologies**
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 26th January 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26TH January 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 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**
Purchase of mobile telephone – carry forward due to lockdown. Cllr J Raywood to have a conversation with the Events Officer about her need for a mobile phone.
The pension payment made recently was in respect of one former member of staff.
- 8) **Staffing Matters**
 - i. **Administration Assistant** – Appraisal due for Administration Assistant by 31st March 2021.
 - ii. **Finance Assistance** – The Town Clerk confirmed that work to bring the system up to date was complete except for one matter relating to holding deposits and this will be dealt with on 9th March.
 - iii. **Annual Leave** – Remaining annual leave needing to be taken by 31st March is being managed.
 - iv. **Town Crier** – It is not anticipated that the Town Crier will be able to resume normal duties until 21st June. It was suggested that the Town Crier may be able to do some recordings that could potentially be played.
 - v. **Pay Claim 2021/22** – It was noted that negotiations had recently commenced between the Unions and NJC.

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- vi. **Real Living Wage** – It was RESOLVED to increase the Town Council’s minimum salary level to the Real Living Wage of £9.50 per hour from 1st April 2021. Proposed by Cllr Davis, seconded by Cllr Brennan.
- vii. **LGPS Pension Cap** – The committee noted recent communication concerning this matter.
- viii. **Furlough** – Bar staff will remain furloughed until such time as the restrictions are lifted. The Bar Manager may need to undertake some duties in respect of waste and cleaning. The Town Clerk will manage the return from furlough for the Events Officer in terms of her personal situation and business requirements.
- ix. **Returning to the office** – Staff will gradually return to the office from 29th March depending on business requirements. It was noted that current guidelines still recommend working from home where possible until 21st June.

There being no further business the meeting closed at 4.50pm.

Signature of Chairman upon approval of Minutes

DRAFT