

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 22ND MARCH 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**
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 26th February 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26TH February 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 Brennan.
- 7) **Matters arising from the last meeting – for information only**
Purchase of mobile telephone – carry forward due to lockdown.
- 8) **Staffing Matters**
 - i. **Appraisals** – Appraisals are being undertaken despite the work from home directive and will be actioned as required.
 - ii. **Bar staff** – Bar staff are furloughed and this will continue until government guidelines allow the Watson Hall to re-open.
 - iii. **Returning to work in the office** – This situation will continue to be monitored in line with government guidance.
 - iv. **Budget report** – The Staffing Committee budget report was reviewed. There are no amounts to be earmarked from financial year 202/21.
 - v. **Finance Officer vacancy** – The Town Clerk reported that the Administration Assistant has taken on additional responsibilities and received training from the consultant due to the fit of the sales ledger work with the bookings system work already undertaken. The Administration Assistant is also undertaking purchase ledger work and as previously discussed to manage the additional workload the Administration Assistant is happy to increase her hours by 4 per week to a total of 24 hours. It was RESOLVED to increase

TEWKESBURY TOWN COUNCIL

the contracted hours for the Administration Assistant to 24 hours per week. Proposed by Cllr Brennan, seconded by Cllr Davis.

- vi. **Toilet Cleaner vacancy** – The Town Clerk reported that this work is still being covered by GAB Services. This situation will be monitored as we come out of lockdown. The Town Council has received positive feedback regarding the continued opening of the public toilets throughout the pandemic and the cleanliness of the facilities.
- vii. **Transparency requirements** – Following a query raised it was noted that the Town Council is compliant relating to HR related requirements.

There being no further business the meeting closed at 4.42pm.

Signature of Chairman upon approval of Minutes