

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 27<sup>TH</sup> SEPTEMBER 2021 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

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

- 1) **To receive apologies**  
Cllr M Sztymiak (health).
- 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 22<sup>nd</sup> March 2021**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 22<sup>nd</sup> March 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 Davis, seconded by Cllr Brennan.
- 7) **Matters arising from the last meeting – for information only**  
It was noted that all staff had now returned to office working with the exception of the Assistant Town Clerk who is trialling working from home one day a week.
- 8) **Staffing Matters**
  - i. **Finance & Events Officer** –The job description for the role of Finance & Events Officer was reviewed. It was RESOLVED to approve the job description with a salary at SCP 14 for 24 hours per week and to backdate the start date to 1<sup>st</sup> August 2021. Proposed by Cllr Davis, seconded by Cllr Joanne Raywood.
  - ii. **Hours for Finance & Events Officer** – It was RESOLVED to increase the hours worked to 27 hours per week until 31<sup>st</sup> December 2021. Proposed by Cllr Brennan, seconded by Cllr Davis. **Action:** To be reviewed at the December meeting.
  - iii. **Administration Assistant vacancy** – The job description for the role of Administration Assistant was reviewed. It was RESOLVED to approve the job description with a salary at SCP 4 for 20 hours a week, Monday to Thursday either 9.30-2.30 or 10-3. Proposed by Cllr Simon Raywood, seconded by Cllr Davis. The role will be advertised externally and with GAPTC as soon as possible.

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- iv. **GAB Services request to an increase of seven hours per week** – The Tow Clerk reported that due to an increased usage of Town Council facilities and duties being performed, mainly following lockdown easing, GAB Services had requested an increase to their contract by seven hours per week. It was RESOLVED to increase the hours of the GAB contract to 77 hours per week until 31<sup>st</sup> March 2022 with effect from 1<sup>st</sup> October 2021. Proposed by Cllr Brennan, seconded by Cllr Davis.
- v. **Scope of new Facilities Management contract** – The committee reviewed the public convenience cleaning being undertaken as part of the Facilities Management contract on a permanent basis. **Action:** Town Clerk to review budget allocation in respect of Staffing and Facilities Management budgets and bring a recommendation to the next committee meeting for an amount to be vired from Staffing to Facilities Management and for this to then be factored into the forward budget.
- vi. **Appraisals and any salary reveiws** – The Town Clerk reported that all appraisals had been completed. It was RESOLVED to award a one point salary increase to the Events Manager to SCP 23. Proposed by Cllr Davis, seconded by Cllr Brennan.  
The Town Clerk left the meeting at this point.  
It was RESOLVED to award a one point salary increase to the Town Clerk to SCP 41. Proposed by Cllr Brennan, seconded by Cllr Davis.
- vii. **Update on bar staff** – The Town Clerk reported that there are currently 10 members of bar staff on zero hours contracts including the Bar Manager.
- viii. **Update on national salary review** – It was noted that the employers’ side have made a final offer of a 1.75% increase to be backdated to 1<sup>st</sup> April 2021.
- ix. **To note COVID Plan A & B** – the plans were noted.

**9) Consider budget requirements**

It was agreed to apply an increase of 4% across the board to the staffing budget and to allow for 2.5 days in the Facilities Management contract. The split between staff salaries and FM Contract needs to be reviewed. **Action:** Town Clerk to liaise with Payroll Services provider.

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

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