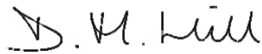


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 20TH DECEMBER 2021**

To: Members of Staffing Committee: Councillors S Raywood, (Chair), P Aldridge, K Brennan, H Davis, M Sztymiak

You are summoned to attend a meeting of the Staffing Committee which will be held in the Mayor's Parlour, Tewkesbury Town Hall, on **Monday 20th December 2021 commencing at 5.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
15th December 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 27th September 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. Approve payments to be made
7. 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
8. Matters arising from the minutes – for information only
9. Update on NJC salary review from 1st April 2021 and the Real Living Wage increase to £9.90 to be applied from 1st April 2022 and agree any further actions
10. Review the budget report
11. Update on budgeting process for 2022/23 and discuss and discuss the provisional budget requirements for future financial years
12. Agree the specification of the Facilities Management contract from 1st April 2022
13. Agree any modifications to working practices required due to Plan B

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 27TH 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 22nd March 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 22nd 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 1st 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 31st 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.

- 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 31st March 2022 with effect from 1st 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 reviews** – 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 1st 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