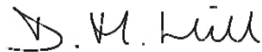


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 16TH FEBRUARY 2022**

To: Members of Staffing Committee: Councillors S Raywood, (Chair), P Aldridge, K Brennan, 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 **Wednesday 16th February 2022 commencing at 9.00am**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
10th February 2022

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 20th December 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. Review a complaint relating to a freedom of information request
9. Staffing matters

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 20TH DECEMBER 2021 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 5.00 PM

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

- 1) **To receive apologies**
None received.
- 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 27th September 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 27th September 2021. Proposed by Cllr Brennan, seconded by Cllr Aldridge.
- 5) **Public participation**
None.
- 6) **Approve payments to be made**
It was RESOLVED to approve payments totalling £15,703.64. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 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**
Proposed by Cllr Aldridge, seconded by Cllr Brennan.
- 8) **Matters arising from the minutes – for information only**
None.
- 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**
£9.90 agreed to be applied from 1st April 2022. NJC negotiations ongoing. Employers final offer is 1.75%.
- 10) **Review the budget report**
It was RESOLVED to vire £10,530 from staff salary to FM Contractor. Proposed by Cllr Brennan, seconded by Cllr J Raywood.

TEWKESBURY TOWN COUNCIL

11) Update on budgeting process for 2022/23 and discuss the provisional budget requirements for future financial years

It was RESOLVED to reduce the staff salary budget by £6,370 for 2022/23. Proposed by Cllr J Raywood, seconded by Cllr Davis.

12) Agree the specification of the Facilities Management contract from 1st April 2022

It was RESOLVED to agree a specification of 87.5 hours per week for 52 weeks a year with the expectation of three members of staff being available for a three year contract. The amount budgeted for 2022/23 is £68,250. Proposed by Cllr Aldridge, seconded by Cllr Davis. Cllr Sztymiak voted against.

13)

14) Agree any modifications to working practices required due to Plan B

None required at this stage. The Town Hall doors will be closed for the month of January.

There being no further business the meeting closed at 5.55pm.

Signature of Chairman upon approval of Minutes