

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 16<sup>TH</sup> FEBRUARY 2022 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.00 PM

**Present:** Cllrs S Raywood (Chair), P Aldridge, K Brennan, J Raywood, M Sztymiak,  
D Hill (Town Clerk), J King (Assistant Town Clerk)  
One member of the public

- 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 20<sup>th</sup> December 2021**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 20<sup>th</sup> December 2021. Proposed by Cllr J Raywood, 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 Aldridge, seconded by Cllr Brennan.
- 7) **Matters arising from the minutes – for information only**  
None.
- 8) **Review a complaint relating to a freedom of information request**

Councillors heard a complaint relating to information provided to councillors in an open meeting, but not made available to the public.

The complainant and the clerk provided statements and answered questions.

The councillors considered their decision and the following statement was made.

“The complainant has stated that documents were made available to councillors in open session that were not made available to the public.

Documents were not available to councillors or the public prior to the meeting.

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The document in question was provided to councillors at the meeting of 4<sup>th</sup> November and during that meeting was found to be incorrect and no decisions were made on this basis and this is confirmed by the minutes of 4<sup>th</sup> November.

This was an unusual situation and with hindsight the document should have been withdrawn and minuted as such.

The request for the document was made subsequent to the meeting and at this point the document was withheld under section 22 under public interest, as it is not in the public interest to have an incorrect document and the information was planned for publication subsequently and was done on December 8<sup>th</sup>. Advice was sought from GAPTC on how section 22 should be applied.

The complaint is not upheld.”

**9) Staffing matters**

**i) Administration Officer**

It was noted that the Administration Officer has successfully passed her probation period.

**ii) Contracts Finder (Facilities Management Contract)**

It was RESOLVED to recommend to Full Council that the tender submitted by GAB Services Ltd is accepted. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

There being no further business the meeting closed at 10.26am.

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