

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 12<sup>TH</sup> DECEMBER 2022 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

**Present:** Cllrs M Sztymiak (Chair), P Aldridge, K Brennan, J Raywood, S Raywood  
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 25<sup>th</sup> April 2022**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 25<sup>th</sup> April 2022. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- 5) **Public participation**  
None.
- 6) **Matters arising from the minutes – for information only**  
The Town Clerk reported that the Administration Assistant would like a replacement chair. It was agreed that expenditure in the region of £200 should be sufficient and the Town Clerk should purchase under delegated powers. The committee recommended that any surplus in the training budget at the end of financial year 2022/23 should be earmarked due to the election in May 2023.
- 7) **Review the committee budget report and forward budget for 2022/23**  
The budget report was reviewed. It was noted that the forward budget had been set in the Finance Committee meeting held on 3<sup>rd</sup> November 2022.
- 8) **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 S Raywood.
- 9) **Staffing matters**
  - i) **National pay award**  
The national pay award settlement was noted and the Town Clerk confirmed increases and backpay had been applied to all staff impacted by this.
  - ii) **Assistant Town Clerk**  
It was RESOLVED to award the Assistant Town Clerk an increase of one scale point backdated to 1<sup>st</sup> November 2022 in view of her successful completion of CiLCA. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

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**iii) Administration Assistant**

It was noted that the Administration Assistant has enrolled for the ILCA qualification. The Administration Assistant's role has expanded in respect of her duties relating to supporting the Planning Committee. Accordingly, the job description will need to be reviewed at the next Staffing Committee meeting.

**iv) Review of appraisals**

Staff appraisals to be reviewed at the next Staffing Committee meeting. Cllrs S Raywood and Sztymiak to arrange appraisal meeting for the Town Clerk.

**v) Analysis of working week**

Members of the committee an overview of office staff working week in terms of percentage of time spent working on different matters. The Town Clerk will implement this from January 2023.

**vi) Bar Manager**

The Town Clerk reported that the Bar Manager has returned from sick leave. The Town Council's HR consultant has advised that the Bar Manager role should be split between events (zero hours contract) and admin, cleaning and stock control (fixed hours contract). The HR consultant had also advised that the fixed hours role should be offered in the first instance to the current Bar Manager and the Town Clerk reported that the Bar Manager was happy to accept this role based on 17 hours per month. The Town Clerk presented job specifications for both roles and confirmed that splitting the role has no other implication on terms and conditions. It was RESOLVED to split the Bar Manager role. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

**vii) Real living wage**

The Town Clerk reported that all staff impacted by the increase to the real living wage to £10.90 per hour will be implemented from 1<sup>st</sup> April 2023.

**viii) Assistant Town Clerk internet banking access**

The Town Clerk recommended that for business continuity the Assistant Town Clerk should have internet banking access. This will be progressed through the Finance Committee and an update provided at the next Staffing Committee meeting.

There being no further business the meeting closed at 5.05pm.

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