

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 12TH JUNE 2023 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs P Jones, (Chair), H Bowman, C Robertson, J Raywood, M Sztymiak, C Danter
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 12th December 2022

It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 12th December 2022. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.

5) Public participation

None.

6) To receive written correspondence

Written correspondence was received and answers provided as follows:

1) who clerked the item "22/23 - 134 To review the list of retained contractors" at the Full Council meeting held on 30 November 2022?

Both the Town Clerk and Assistant Town Clerk were in attendance at this meeting.

2) what supporting information was provided to councillors to support the inclusion of the list of new retained contractors?

An updated copy of the retained contractors list was provided.

3) did the Clerk withdraw from the meeting during this item?

No, the Town Clerk did not leave the meeting at this point.

4) who will be clerking the "Staffing Matters" item on the agenda of the Staffing Committee?

The Town Clerk.

5) what's the reason for the timing (4.30pm) of the Staffing Committee meeting when many members of the public will struggle to attend?

Staffing Committee meetings are normally held at 4pm but this meeting was put back by half an hour due to Councillor availability. Correspondence has now been added as an agenda item. Two meetings have been scheduled for 2023/24 and if additional meetings are required, they will be called.

6) why is this the first Staffing Committee meeting held in 2023?

Waiting for the Town Clerk's appraisal to be completed.

7) Matters arising from the minutes – for information only

Remaining training budget from 2022/23 was earmarked at the year end – complete.

Review of Administration Assistant job description – carried forward.

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Breakdown of work provided by staff to be assimilated and circulated to committee members
Internet banking access for Assistant Town Clerk – complete.

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 Danter, seconded by Cllr Robertson.

9) Staffing matters

i) Review of appraisals and agree appraisal process going forwards

The appraisals for office staff (excluding the Town Clerk) were reviewed. It was agreed to complete the appraisal for the Town Clerk in July/August relating to work completed up until 31st May and for other staff to follow on from the Clerk’s appraisal relating to work completed up until 30th June.

ii) Review of salaries following appraisal process

The Town Clerk presented recommendations for performance related salary increases. The committee asked the Clerk to obtain a breakdown on costings for the proposals. Action: Town Clerk to contact the Payroll Services provider to provide a breakdown of current costs and proposed costs.

iii) Appointment of temporary support and cover for the Events & Venues Manager and the Finance Officer for Tewkesbury Live 2023 for a period of around six weeks

It was resolved to appoint temporary support for 21 hours per week for a period of around six weeks (to include the festival weekend) at a rate of pay of £13.21 per hour. Proposed by Cllr Raywood, seconded by Cllr Robertson.

iv) Consider correspondence received at Full Council in March 2023 raising the matter of staff declarations of interest and agree to ask the Town Council’s HR Adviser to update the Employee Handbook to cover this

The correspondence was noted. It was agreed to ask the Town Council’s HR Adviser to review the employee handbook to include staff declarations of interest.

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

Signature of Chairman upon approval of Minutes

.....31st October 2023