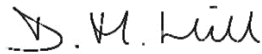


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 6TH DECEMBER 2023**

To: Members of Staffing Committee: Councillors P Jones (Chair), H Bowman, J Raywood, C Robertson, 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 6th December 2023 commencing at 4.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
1st December 2023

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 31st October 2023
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 receive written correspondence
7. Matters arising from the minutes – for information only
8. To note the 2023/24 Local Government Services Pay Agreement of a flat rate payment of £1,925 for all staff to spinal point 43
9. To note the Real Living Wage increase to £12 per hour and to approve payment of this to impacted staff from 1st April 2024
10. To approve the Mental Health Policy
11. To approve the amended Training Policy
12. To review the annual budget report
13. 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

14. Staffing matters

- i.** Review of salary scales following appraisals
- ii.** Review of Events & Venues Manager job description and contracted hours
- iii.** Review of Finance Officer contracted hours
- iv.** Review of Assistant Town Clerk job title to Deputy Town Clerk

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON MONDAY 31ST OCTOBER 2023
IN THE COURT ROOM, TEWKESBURY TOWN HALL AT 4.00 PM**

Present: Cllrs P Jones, (Chair), H Bowman, J Raywood, M Sztymiak, C Danter
D Hill (Town Clerk) and one member of the public

1) To receive apologies

Cllr C Robertson.

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 June 2023

There was one amendment, to add that Cllr C Danter was present. It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 12th June 2023. Proposed by Cllr Danter, seconded by Cllr Raywood.

5) Public participation

A member of the public commented that they were surprised the HR Adviser was not at the meeting to present the new section of the Employee Handbook in relation to staff conflicts of interest. The member of the public also stated that there was no form included for use when making a declaration of interest. Cllr Danter pointed out to the member of the public that there was a form for this purpose contained in the meeting pack. The member of the public then stated that in their opinion the form was not sufficient.

The member of the public then commented that the review of safe travel would be interesting. Some people may prefer to go home by bicycle, to varying locations and was keen to understand how this would impact on staff, noting an expense claim of £80 in relation to a bicycle service in financial year 2022/23. Cllr Danter advised the member of the public that this was offered to that particular staff member as taxis had not been provided when working later at night.

6) To receive written correspondence

None.

7) Matters arising from the minutes – for information only

None as all matters covered on the agenda.

8) To review the amendments to the Employee Handbook and to approve the amended handbook

There was a discussion around the proposed new section 22 relating to staff conflicts of interest in terms of who needs to be made aware of any conflict of interest and whether an officer would leave a meeting at any point an item was being discussed. It was noted that this would only be relevant if an officer was at the meeting.

TEWKESBURY TOWN COUNCIL

It was RESOLVED to approve the amended handbook with the addition of wording that should any officer who has declared an interest be present at a meeting where an interest arose then they would leave the meeting. Proposed by Cllr Bowman, seconded by Cllr Raywood.

9) To review the monthly breakdown of staff working time

The committee wished to thank the staff for recording their time and felt it was a beneficial to the committee. The committee noted the considerable resource to Tewkesbury Live. The committee wished for staff to continue to monitor their working time and to review this data twice a year.

Action: Town Clerk to issue data to members with role names as the identifier.

10) To review safe travel home for Watson Hall staff

The Town Clerk reported that all bar staff at the Watson Hall had been briefed on various ways they can help to ensure safe travel. This includes planning your route home beforehand, using a buddy system, always carry a mobile phone and consider using an app such a Hollie Guard, Red Panic Button (Apple) or Life360, keep aware of your surroundings, stick to well-lit public areas and carry a whistle.

11) To receive the budget report

The six-month budget position was reviewed. It was noted that the NJC national pay review had still not been concluded.

Action: Town Clerk to investigate whether FM Contractor description can be made more relevant.

Action: Request Finance Committee to review whether Councillor travel and training budgets should be moved to responsibility of Finance Committee.

12) To agree the budget for 2024/25 and the forward budget

The budget was reviewed and again it was noted that the salary budget was difficult to consider properly when the pay rise dating back to April 2023 had not been confirmed.

13) 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 Raywood.

14) Staffing matters

i) Review of salary scales following appraisals

The Town Clerk had obtained costings relating to proposed increases, however members felt it would be helpful to have data on the current costings. **Action:** Town Clerk to obtain current costings and bring back to the next meeting.

ii) Award a one-point salary increase for the Administration Assistant for passing the ILCA qualification

It was RESOLVED to award a one-point salary increase to the Administration Assistant and for this to be backdated to 1st April 2023. Proposed by Cllr Sztymiak, seconded by Cllr Danter.

iii) Review of Administration Assistant job description and salary point

The amended job description was reviewed. It was RESOLVED to award an increase to SCP 8 for the Administration Assistant with effect from 1st November 2023. Proposed by Cllr Bowman, seconded by Cllr Sztymiak.

There being no further business the meeting closed at 5.52pm.

Signature of Chairman upon approval of Minutes 6th December 2023

DRAFT

Tewkesbury Town Council Mental Health and Stress Policy 2023

Introduction

The Council believes that its employees are its most valuable resource and that their wellbeing is vital to effective performance at work and the continued provision of high-quality services. To this end, the Council is committed to providing maintaining and promoting a healthy and supportive working environment.

- Under the terms of the Health and Safety at Work Act 1974, the Council has a duty to ensure the health and safety of its employees as far as is reasonably practical.
- The Management of Health and Safety at Work Regulations 1999 place a duty on the Council to assess and control the degree of stress in the workplace.
- The Equality Act 2010 places a duty on the Council not to discriminate against employees who suffer from a disability under the Act, which includes long term ill health caused by stress at work.

Although the Council has no control over external or personal factors, it is committed to managing stress and risks within its control, and to providing support to employees who are suffering from stress.

Aims of the Policy

- To ensure the physical and mental health of all employees.
- To promote a healthy, safe and friendly working environment and control and reduce risks to mental health.
- To help provide and maintain a supportive and nonjudgmental working environment;
- To provide effective support to all employees in managing stress and other mental health problems, and to encourage better recognition of mental health issues; and
- To recognise that the prevention of stress is easier than dealing with it once it has arisen.

Stress and its Recognition

Stress is a natural reaction to excessive pressure that is experienced by everybody. When stress is experienced consistently over a period of time, its effects can become detrimental and lead to further and more serious psychological and physical illnesses. Stress itself can be caused by an infinite number of variables which will vary enormously in different individuals. By way of example, personal factors like family problems can easily affect an individual's work, while work-based factors like bullying, lack of training or poor working conditions can just as easily spill over into the home.

Recognising stress can be difficult as its effects will vary from person to person but the following signs can sometimes indicate that someone is experiencing difficulty:

- Changes in behaviour;
- Indecisiveness;
- Absenteeism; or
- Increase in the use of tobacco or alcohol.

Although the Council has no control over external factors which may be more difficult to identify the Health and Safety Executive has identified 6 main causes of stress at work which the Council can affect:

1. Demands made on employees;
2. The level of control employees have over their work;
3. The support employees receive from managers and colleagues;
4. The clarity of an employee's role within the organisation;
5. The nature of relationships at work; and

6. The way that changes are managed.

The Council is aware that stress is easier to manage before it becomes a problem and with that in mind will endeavour to operate in a fashion that takes all of the above factors into account. The Council will also always be open to discuss how an alteration of one or more of these factors might produce a better working environment.

Principles

- The Council will conduct an annual assessment of the risks to employees' health, both mental and physical, based on data collected from staff at work including absence data, staff turnover, grievance cases, accidents and exit interviews.
- The Council will always listen to any concerns that employees may have. If employees believe that their work is putting their mental health or wellbeing at risk, they should speak to their line manager [and/or the HR team]. All such concerns will be treated with respect and dignity, and employees will be provided with the necessary information to make informed decisions.
- [A referral to the occupational health team will be made after the initial discussion, if appropriate].
- The Council recognises that stress and other mental health issues may require periods of sick leave or absence in order to recover from stress.
- Where necessary the Council will facilitate the managed return to work of employees who have been absent due to stress.
- All cases will be dealt with in accordance with the Council's policy on equality and diversity details of which are available in the Council handbook.
- All discussions, requests for help and advice will be kept strictly confidential and the information gathered will be held in accordance with the Council's Data Protection Policy.

This policy has been approved & authorised by the Staffing Committee on 6th December 2023



TEWKESBURY TOWN COUNCIL

Training and Development Policy

Policy Statement

Tewkesbury Town Council is committed to offering its staff and Councillors the highest standard of training. Funds are allocated to a training budget each year to enable staff and Councillors to discharge their duties as effectively and efficiently as possible.

Training and Development

~~Tewkesbury Town Council consists of 16 Councillors (elected and co-opted) and employs a Town Clerk, an Assistant to the Town Clerk, Finance Office, Events Officer, Toilet Cleaner and Coin Collector.~~

General Training and Development Activity

- The Clerk will advise members of staff and Councillors when relevant training opportunities are available.
- The Town Council will identify training needs whilst considering the overall objectives of the Council as well as the needs of the individual. This will be monitored by the Clerk, by Councillors during staff appraisals, formal and informal conversations and any other methods as appropriate.
- The Council will encourage training and pay expenses arising from such training.
- The Council will ensure that all new Councillors are offered training at the earliest opportunity - either in house or externally if appropriate training is available.
- The Town Clerk will maintain a library of relevant publications offering information on all aspects of local government.
- The Council is committed to networking with other Councils as an effective means of sharing information and linking in with each other's training events.
- The Council is committed to the Clerk being a member of the Society of Local Council Clerks.
- The Council is committed to being members of the Gloucestershire Association of Parish and Town Councils and recognizes the training opportunities it offers.

Training for Councillors

- Invitation to an induction session explaining the role of a Councillor.
- Advice on where to find relevant documents such as Standing Orders, Financial Regulations, Code of Conduct, all policies of the Council, budget information and other information deemed relevant.
- Invitation to attend 'Being a Better Councillor Course' (GAPTC) and other relevant courses
- Circulation of documentation such as briefings and newsletters/magazines

Training for the Clerk and or other Administrative Staff

- Induction session explaining the role of the Clerk
- Provision of / signposting to all policies and procedures
- A tour of the Parish particularly the areas owned or managed by the Town Council where applicable
- Attendance at "Clerks The Knowledge" or similar courses where applicable
- Support in studying for the Certificate in Local Council Administration (CILCA)
- Any other training relevant to the discharge of their duties, identified through annual appraisal
- Subscription to relevant publications and advice services
- Provision of Local Council Administration by Charles Arnold Baker and other relevant publications

Review

The policy will be reviewed every three years or in the case of new legislation.

Annual Budget - By Committee (Actual YTD Month 8)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Staffing</u>										
110	<u>Staffing</u>									
4000	Staff Salary	96,242	93,378	106,000	66,731	0	0	113,420	0	0
4030	PAYE and NI	20,000	23,832	23,500	11,678	0	0	25,145	0	0
4040	Pension	25,000	26,038	26,000	15,817	0	0	27,820	0	0
4050	Staff Travel	161	166	250	19	0	0	250	0	0
4060	Councillor Travel	54	0	60	0	0	0	60	0	0
4070	Staff Other Expenses	107	163	250	0	0	0	200	0	0
4080	FM Contractor	68,250	68,000	71,400	47,600	0	0	74,256	0	0
4090	Payroll Processing	535	475	550	296	0	0	550	0	0
4100	Professional Fees	7,749	2,952	3,000	3,123	0	0	3,000	0	0
4110	Training	2,678	591	2,700	131	0	0	700	0	0
	Overhead Expenditure	<u>220,776</u>	<u>215,595</u>	<u>233,710</u>	<u>145,396</u>	<u>0</u>	<u>0</u>	<u>245,401</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(220,776)</u>	<u>(215,595)</u>	<u>(233,710)</u>	<u>(145,396)</u>	<u>0</u>		<u>(245,401)</u>		
	Staffing - Income	0	0	0	0	0	0	0	0	0
	Expenditure	220,776	215,595	233,710	145,396	0	0	245,401	0	0
	Movement to/(from) Gen Reserve	<u>(220,776)</u>	<u>(215,595)</u>	<u>(233,710)</u>	<u>(145,396)</u>	<u>0</u>		<u>(245,401)</u>		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	220,776	215,595	233,710	145,396	0	0	245,401	0	0
	Movement to/(from) Gen Reserve	<u>(220,776)</u>	<u>(215,595)</u>	<u>(233,710)</u>	<u>(145,396)</u>	<u>0</u>		<u>(245,401)</u>		