

**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.

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 as 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.

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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