

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 6TH DECEMBER 2023 IN THE COURT ROOM, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs P Jones, (Chair), H Bowman, J Raywood, C Robertson, M Sztymiak, C Danter
D Hill (Town Clerk)

- 1) **To receive apologies**
None.
- 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 31st October 2023**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 31st October 2023. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.
- 5) **Public participation**
None.
- 6) **To receive written correspondence**
None.
- 7) **Matters arising from the minutes – for information only**
Review monthly breakdown of staff working time – this information has been circulated to committee members with role names as the identifier.
Budget report – The Town Clerk has amended the description for the FM Contractor on Omega and now appears as Facilities Mgmt Contractor. Finance Committee to review splitting the Councillor travel and training budgets.
- 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**
The pay agreement was noted and the Town Clerk confirmed that the pay increase and back pay had all been actioned in the November payroll.
- 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**
The increase to the real living wage was noted and it was RESOLVED to approve the increase to impacted staff from 1st April 2024. Proposed by Cllr Bowman, seconded by Cllr Sztymiak.

10) To approve the mental health policy

The draft mental health policy was reviewed and it was agreed to clarify the annual assessment of employee health will be added to the appraisal process. It was RESOLVED to approve the mental health policy with the amendment as detailed. Proposed by Cllr Raywood, seconded by Cllr Danter.

11) To approve the amended training policy

The amended training policy was reviewed and it was agreed to add that the council will provide relevant publications offering information on all aspects of local government. It was RESOLVED to approve the training policy with the amendment as detailed. Proposed by Cllr Bowman, seconded by Cllr Danter.

12) To review the annual budget report

The annual budget report was reviewed and the budget figures for 2024/25 noted.

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 committee reviewed the salary costings spreadsheet prepared by the Town Council's payroll services provider. It was RESOLVED to award a two point salary increase to the Events & Venues Manager with effect from 1st April 2023. Proposed by Cllr Sztymiak, seconded by Cllr Bowman. It was RESOLVED to award a three point salary increase to the Finance Officer with effect from 1st April 2023. Proposed by Cllr Bowman, seconded by Cllr Robertson.

ii) Review of Events & Venues Manager job description and contracted hours

The Events & Venues Manager job description was reviewed. The Town Clerk explained that following the Condition Surveys a grant application is being prepared for the Watson Hall and this will generate an increase in workload both in terms of the application and the background specialist reports, surveys, quotes etc that will need to be obtained. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to approve the amended job description and to increase the role to 30 hours per week on a six month basis with effect from 1st January 2024. Proposed by Cllr Danter, seconded by Cllr Raywood.

iii) Review of Finance Officer contracted hours

The Town Clerk reported that the Finance Officer has been regularly working around 28 hours per week to deal with the increased workload associated with the role. Historically the Finance Officer role was for around 14 hours per week but the work has grown considerably. The Finance Officer is also responsible for the Town Council's social media presence which has increased significantly and also assists the Events & Venues Manager. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to increase the role to 28 hours per week on a permanent basis with effect from 1st January 2024. Proposed by Cllr Raywood, seconded by Cllr Bowman.

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iv) Review of Assistant Town Clerk job title to Deputy Town Clerk

The Town Clerk reported that the Assistant Town Clerk's role and responsibilities have increased since recruitment and the Assistant Town Clerk is now CiLCA qualified. It was RESOLVED to change the job title to Deputy Town Clerk. Proposed by Cllr Bowman, seconded by Cllr Raywood.

There being no further business the meeting closed at 5.35pm.

Signature of Chairman upon approval of Minutes