

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 4TH SEPTEMBER 2024 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs A Hayes (Chair), P Jones (Town Mayor), J Raywood, M Sztymiak
D Hill (Town Clerk), one member of the public

- 1) **To receive apologies**
Cllr C Robertson
- 2) **To receive declarations of interests**
None.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 26th June 2024**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 26th June 2024 with an amendment to item 3 to read item 14v. Proposed by Cllr Jones, seconded by Cllr Sztymiak.
- 5) **Public participation**
None.
- 6) **To receive written correspondence**
None.
- 7) **Matters arising from the minutes – for information only**
None.
- 8) **Review the budget report**
The budget report was reviewed. A member queried the previous year figures for PAYE/NI and pension and it was noted that 13 months had been posted in 2023/24.

A member queried the inclusion of committee succession planning and the meeting schedule as part of the confidential session. It was noted that this had been requested by the Chair of the committee as at the time of publishing the agenda it was thought that confidential information may need to be discussed, however this was no longer the case. It was agreed that both of these items should be discussed in the public session.

- 9) **Discuss committee succession planning**
The Chair reported that for succession planning purposes a staffing folder including job descriptions, contracted hours, latest appraisal & objectives, annual leave, salary scale and staff declarations of interest will be considered.

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10) Agree committee meeting schedule

It was noted that the next meeting is scheduled for 4th December. An additional meeting will be scheduled for 12th March 2025.

11) It was RESOLVED 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 Raywood, seconded by Cllr Jones.

12) Staffing matters

i) Review overview of working time split

Town Clerk to circulate this information to committee members by email.

ii) Review proposed Facilities Management contract tender to be issued

The committee considered the contract details to be advertised on the contracts finder website.

iii) Consider and agree appointment of a part-time Asset Manager

It was RESOLVED to appoint a temporary part-time Asset Manager on a self employed basis for a period of 12 months for 14 hours per week to appraise and manage assets and formulate a strategy for proactive management of these. Proposed by Cllr Raywood, seconded by Cllr Jones.

iv) Review Deputy Town Clerk's salary

Action: The Committee requested financial data in support of this to be brought to the next committee meeting.

v) Review Administration Assistant's salary

The committee agreed that the office roles should be benchmarked by the Council's HR Advisor.

The Town Clerk left the meeting at this juncture.

vi) Review Town Clerk's appraisal

The committee were updated on the status of the Town Clerk's appraisal and the context for the late submission of the process begun last October. Reference was made to key elements of the document and a narrative on the Objectives was delivered withy current progress of these briefly discussed. The committee was made aware that this year's appraisal process would begin at or around the end of September 2024. Objectives for this year's appraisal will be generated by the Town Clerk, but the committee was encouraged to suggest any additional council derived Objectives by email in advance of the first meeting to a maximum of two extra Objectives.

There being no further business the meeting was closed.

Signature of Chairman upon approval of Minutes 4th December 2024