

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 18TH DECEMBER 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)

- 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 4th September 2024**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 4th September 2024. Proposed by Cllr Raywood, seconded by Cllr Jones.
- 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. **Action:** a breakdown of training expenses in the financial year will be available at the next meeting.
- 9) **Consider and agree the committee budget for 2025/26 and the forward budget**
The budget was reviewed for 2025/26. The costs for the Facilities Management contract are known for the next three years. Salary, pension and national insurance budgets were increased by 3% with an additional £4,180 to cover the increase to national insurance from 1st April 2025.
Action: Town Clerk to add a line for Asset Manager.
- 10) **Note the NJC pay agreement for 2024/25 and that pay adjustments have been applied to staff impacted in November and backdated to April 2024**
The pay agreement and the payment of this and backpay to 1st April was noted.
- 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 Jones, seconded by Cllr Raywood.

12) Staffing matters

A member of the committee commented that supporting documentation was quite detailed and more time was needed to digest all the information. The Town Clerk explained that there had been technical problems and also some of the information was received close to the meeting. It was agreed to hold an additional meeting in January.

i) Review of officer staff appraisals

Deferred to next meeting, however it was noted that a six month review for the Town Clerk will be held in April 2025.

ii) Review overview of working time split

Deferred to next meeting.

iii) Review of Events Manager hours

Deferred to next meeting.

iv) Review of Administration Assistant hours

Deferred to next meeting.

v) Review Deputy Town Clerk's salary

Deferred to next meeting.

vi) Review officer salaries following benchmarking exercise

Deferred to next meeting.

vii) Consider questions raised concerning annual leave and unpaid leave

The Deputy Town Clerk had requested a three-week holiday in Autumn 2025 and this was agreed. It was noted that the employee handbook does not cover unpaid leave. **Action:** Town Clerk to liaise with HR Advisor to draft a new section for the employee handbook to cover this.

viii) Consider request for training

The request for training was reviewed but a decision was deferred to the next meeting. **Action:** Town Clerk to liaise with HR Advisor to draft a training agreement.

There being no further business the meeting was closed.

Signature of Chairman upon approval of Minutes 15th January 2026