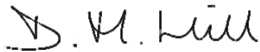


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 15TH JANUARY 2025**

To: Members of Staffing Committee: Councillors A Hayes (Chair), 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 15th January 2025 commencing at 4.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
9th January 2025

AGENDA

1. Receive apologies
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Staffing Committee meeting held on 18th December 2024
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. Receive written correspondence
7. Matters arising from the minutes – for information only
8. Review the budget reports
9. Agree monthly payments to the Asset Manager by Standing Order
10. Note the real living wage increase to £12.60 per hour payable from 1st April 2025 to bar staff
11. Approve new section to employee handbook covering unpaid leave
12. 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
13. Staffing matters
 - i. Review of officer staff appraisals
 - ii. Review overview of working time split
 - iii. Review of Events Manager hours
 - iv. Review of Administration Assistant hours

- v. Review Deputy Town Clerk's salary
- vi. Review officer salaries following benchmarking exercise
- vii. Consider request for training

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

Detailed Income & Expenditure by Budget Heading 11/01/2025

Month No: 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Staffing						
110 Staffing						
4000 Staff Salary	75,674	113,420	37,746		37,746	
4030 PAYE and NI	18,604	25,145	6,541		6,541	
4040 Pension	20,871	27,820	6,949		6,949	
4050 Staff Travel	91	250	159		159	
4060 Councillor Travel	0	60	60		60	
4070 Staff Other Expenses	6	200	194		194	
4080 Facilities Mgmt. Contractor	50,483	74,256	23,773		23,773	
4090 Payroll Processing	296	550	254		254	
4100 Professional Fees	1,320	7,000	5,680		5,680	
4110 Training	1,060	700	(360)		(360)	
Staffing :- Indirect Expenditure	168,404	249,401	80,997	0	80,997	0
Net Expenditure	(168,404)	(249,401)	(80,997)			
Staffing :- Income	0	0	0			
Expenditure	168,404	249,401	80,997	0	80,997	
Movement to/(from) Gen Reserve	(168,404)					
Grand Totals:- Income	0	0	0			
Expenditure	168,404	249,401	80,997	0	80,997	
Net Income over Expenditure	(168,404)	(249,401)	(80,997)			
Movement to/(from) Gen Reserve	(168,404)					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR Prior's Court	19,894.23	-19,894.23	0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
344 EMR SH Severn Ham Tree Maint	8,000.00	-3,750.00	4,250.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00	19,894.23	33,945.23
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00	-144,321.00	0.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00	-2,199.00	0.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00	-1,500.00	0.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>-151,770.00</u>	<u>411,384.21</u>

A/c Code		4110 Training			Annual Budget	700
Centre		110 Staffing			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	16/04/2024	GLO006	Purchase Ledger	First Aid Training	195.00	
1	17/04/2024	DEB	Cashbook	Training	32.68	
1	30/04/2024	SLCC01	Purchase Ledger	Qualification Fee	120.00	
2	01/05/2024	DEB	Cashbook	7519	144.00	
2	20/05/2024	DEB	Cashbook	7519 - Reversal		144.00
5	26/03/2024	GAP001	Purchase Ledger	Training	35.00	
5	31/03/2024	GAP001	Purchase Ledger	Training	25.00	
5	31/05/2024	GAP001	Purchase Ledger	Training	250.00	
5	20/06/2024	GAP001	Purchase Ledger	Training	35.00	
5	26/06/2024	GAP001	Purchase Ledger	Training	45.00	
5	27/06/2024	GAP001	Purchase Ledger	Training	45.00	
5	29/08/2024	GAP001	Purchase Ledger	Training	45.00	
6	06/09/2024	GAP001	Purchase Ledger	Training	112.00	
8	30/10/2024	SLCC01	Purchase Ledger	FILCA Training	120.00	
		Account	Training	Account Totals	<u>1,203.68</u>	<u>144.00</u>
		Centre	Staffing	Net Balance Month 10	1,059.68	

Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Staffing</u>												
110	Staffing											
4000	Staff Salary	106,000	102,221	0	0	113,420	0	113,420	75,674	116,916	0	0
4030	PAYE and NI	23,500	26,889	0	0	25,145	0	25,145	21,546	33,047	0	0
4040	Pension	26,000	28,544	0	0	27,820	0	27,820	23,514	32,239	0	0
4050	Staff Travel	250	41	0	0	250	0	250	91	150	0	0
4060	Councillor Travel	60	0	0	0	60	0	60	0	50	0	0
4070	Staff Other Expenses	250	0	0	0	200	0	200	6	0	0	0
4080	Facilities Mgmt. Contractor	71,400	71,400	0	0	74,256	0	74,256	56,671	97,000	0	0
4090	Payroll Processing	550	444	0	0	550	0	550	333	500	0	0
4100	Professional Fees	7,000	3,208	0	4,000	3,000	0	7,000	1,485	3,000	0	0
4110	Training	2,700	340	0	0	700	0	700	1,060	700	0	0
4120	Asset Manager	0	0	0	0	0	0	0	0	9,932	0	0
	Overhead Expenditure	237,710	233,087	0	4,000	245,401	0	249,401	180,379	293,534	0	0
6000	plus Transfer from EMR	0	-3,792	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(237,710)</u>	<u>(236,879)</u>			<u>(245,401)</u>		<u>(249,401)</u>	<u>(180,379)</u>	<u>(293,534)</u>		
	Staffing - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	237,710	233,087	0	4,000	245,401	0	249,401	180,379	293,534	0	0
	Net Income over Expenditure	<u>-237,710</u>	<u>-233,087</u>	<u>0</u>	<u>-4,000</u>	<u>-245,401</u>	<u>0</u>	<u>-249,401</u>	<u>-180,379</u>	<u>-293,534</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	(3,792)	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(237,710)</u>	<u>(236,879)</u>			<u>(245,401)</u>		<u>(249,401)</u>	<u>(180,379)</u>	<u>(293,534)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	237,710	233,087	0	4,000	245,401	0	249,401	180,379	293,534	0	0
Net Income over Expenditure	<u>-237,710</u>	<u>-233,087</u>	<u>0</u>	<u>-4,000</u>	<u>-245,401</u>	<u>0</u>	<u>-249,401</u>	<u>-180,379</u>	<u>-293,534</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	(3,792)	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(237,710)</u>	<u>(236,879)</u>			<u>(245,401)</u>		<u>(249,401)</u>	<u>(180,379)</u>	<u>(293,534)</u>		

15 INDEMNITY OF EMPLOYEES

- 15.1 The Council maintains comprehensive insurance cover for all its employees in respect of accident or assault while on official business. Details of the cover maintained is available on request from the Council Office.

16 APPRAISAL

- 16.1 You will receive an annual Appraisal/Development Review. Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame.

17 OTHER TIME OFF

- 17.1 You may occasionally need to take some time off work for reasons other than those identified. In this

situation, wherever possible, you would need to pass your request to your line manager for time off well in advance. This will be looked at on a case by case basis, absence of this nature is usually unpaid.

Requests for longer than one week will need to be referred to the Staffing Committee.