



# BROMYARD & WINSLOW TOWN COUNCIL

## STAFFING COMMITTEE

**Minutes of a meeting  
held on Tuesday 19<sup>th</sup> September 2023  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard, HR7 4DU.**

S23/07 - S23/12

Present: Cllrs R Page (Chairman) C Davies (Vice Chairman) G Churchill, F Clark,  
L Law.

Officer present: K Mitchell, Town Clerk

Members: Cllrs Churchill, Clark, Davies, Dr D Dunne-Thomas, Franklin, Law, Page  
(Chairman).

**S23/07 Apologies for absence** *LGA 1972 S85 (1)*  
Apologies for absence were received from Cllr Dr D Dunne-Thomas and  
M Franklin.

**S23/08 Declaration of interests and written requests for dispensation**  
*Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
None declared.

**S23/09 To confirm the Minutes of the meeting held on the 27<sup>th</sup> March 2023  
as a correct record.** *LGA 1972 Sch 12 para 41(1)*

**S23/10 Holiday Entitlements**  
**It was RESOLVED** to note that the pay award for 2022/23 included  
agreement that the annual leave entitlement for all clerical staff on Green  
Book (National Joint Council for Local Government Services) terms and  
conditions, will increase by one day (pro-rata) from 1st April 2023. This  
change to be applied in the current financial year.

**S23/11 Exclusion of members of the Public and Press** *LGA 1972 ss 101, 102*  
Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act  
1960), **it was RESOLVED** that because of the confidential nature of the  
business to be transacted the public and press leave the meeting during  
consideration of the following staffing matters at S23/12.

**S23/12 Staffing Matters**

1. **It was RESOLVED** to note the Handyman's resignation due to  
retirement.
2. Staff Vacancies  
Members discussed recruitment for the following vacancies:
  - a) Handyperson (existing role – currently 5hrs p/wk)

*Initials..... Date.....*

- b) Gardener for the Old Vicarage Complex (including the car park), and the Tenbury Road car park (existing role – currently up to 5hrs p/wk) Minute S23/06 refers.
- c) Gardener or contractor for the Garden of Peace (new role - Minute B23/19 refers)

The handyman and gardener positions (Old Vicarage complex only) have previously been separate roles; however, as all the above positions are currently vacant, Members considered the following possibilities:

- Individual positions for a-c above
- Combine the handyman and gardener roles into a single position
- Engage a contractor to perform some or all of the work

Following discussion, **it was RESOLVED** to advertise the following positions as separate vacancies, with the option of merging the roles into a single position if an ideal candidate comes forward.

- 1) Handyman
- 2) Gardener (covering the Old Vicarage complex, Tenbury Rd. car park and Garden of Peace)

- 3. Members reviewed draft recruitment documentation for the Handyman and Gardener roles.

- Job Description
- Person specification
- Advertisement

Following discussion, **it was RESOLVED:**

- That the Real Living Wage, currently £10.90 per/hour, be applied to both positions.
- That the Handyman position be advertised at 8hrs per week.
- That the Gardener position be advertised at 10hrs per week.
- Hours and rates of pay for both positions to be reviewed following successful completion of a probationary period.
- That the draft recruitment documentation be amended accordingly.

- 4. Members considered the budget implications of increasing the total hours for both the Handyman and Gardener positions from a total of 10 hours per week to 18 hours per week.

Following discussion, **it was RESOLVED** to recommend to Full Council that the additional funds required to cover the costs of increased hours for the Handyman and Gardener vacancies be met from the Staffing Contingency Earmarked Reserves for the current financial year.

There being no further business to transact, the Chairman closed the meeting at 3:27pm.

CHAIRMAN ..... DATE .....