



# BROMYARD & WINSLOW TOWN COUNCIL

## STAFFING COMMITTEE

**Minutes of a meeting  
held on Wednesday 6<sup>th</sup> December, 2023  
in The Council Chamber, The Old Vicarage,  
1 Rowberry Street, Bromyard, HR7 4DU.**

S23/18 - S23/25

Members Present: Cllrs Churchill, Clark, Davies, Dr D Dunne-Thomas, Law, Page (Chairman).  
In attendance: : Cllr Franklin (via video link)  
Officer present: K Mitchell, Town Clerk

**S23/18 Apologies for absence** *LGA 1972 S85 (1)*

Apologies for absence were received from Cllr Franklin due to a health issue. However, Cllr Franklin joined the meeting via video link but was unable to vote as Local Government Legislation (LGA 1972, Sch12, para 39(1) stipulates that councillors must be physically present in order to do so.

**S23/19 Declaration of interests and written requests for dispensation** *Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159*  
None Declared.

**S23/20 Minutes** *LGA 1972 Sch 12 para 41(1)*  
**It was RESOLVED** to confirm the Minutes of the Staffing Committee meeting held on 3<sup>rd</sup> November 2023 as a correct record.

**S23/21 Confidential Items:**  
Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), **it was RESOLVED** that due to the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following employment matters.

**S23/22 Staffing Matters**  
1. Staff Vacancy  
Members considered the interview panel's recommendations in respect of the Gardener/Handyperson vacancy.  
The Town Clerk circulated Confidential Information S23/01 containing applicant information, recommendation details and proposed Terms and Conditions of employment.

Following discussion, **it was RESOLVED** to approve the recommendation as per Confidential Information S23/01 in respect of the Gardener/Handyperson vacancy and agreed that the job offer be issued accordingly.

2. Town Maintenance Role

At the Finance Committee budget meeting held on 20th November, an in-principle decision was made to employ a staff member for the purpose of sweeping and weeding paths in the town centre. (Minute F23/50,2 refers). A likely underspend/carry forward in the current year's budget line 4238 - Devolved Services/Public Realm, had been identified to potentially offset the employment costs associated with this position.

The Clerk had circulated a draft job description for the role. Members considered various factors such as the requirements of the role, hours of work, rate of pay, and other relevant considerations including available budget.

Following discussion, **it was RESOLVED** to recommend to Full Council that:

- A new 'town maintenance' staff role be created
- The role to consist of 15 hours per week, with a rate of pay of £12 per hour.

It was further **RESOLVED** that the matter of a potential budget shortfall for the position be referred to the Finance Committee for consideration as part of the budget setting process.

**S23/23 Budgetary Considerations for 2024/25**

Copies of the current year's budget report and detailed forecast for 2024/25 were circulated to members for consideration.

The Clerk confirmed that in accordance with staff contracts, incremental salary increases had been allowed for in the draft budget.

**It was RESOLVED** that staffing costs totalling £148,000 be included in the draft budget for 2024/25.

Referring to S23/22,2.- Town Maintenance role, it was agreed that employment costs be included in the draft budget on the assumption that the appointment will be approved by the Full Council.

**S23/24 National Salary Award - E01-23 | 2023/24**

**It was RESOLVED** to note that The National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2023/24, applicable from 1<sup>st</sup> April 2023.

New pay scales for officer positions (contractual obligations) will be implemented in the December 2023 payroll and retrospectively applied from 1<sup>st</sup> April 2023.

**S23/25 Annual Leave**

The Town Clerk's annual leave dates (7 days) 05.03.24 to 07.03.24 and 11.03.24 to 14.03.24, were noted.

There being no further business to transact, the Chairman closed the meeting at 2:13pm.

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