



BROMYARD & WINSLOW TOWN COUNCIL

Council Offices

The Old Vicarage

1 Rowberry Street

Bromyard, HR7 4DU

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13th March, 2025

S25/16 - S25/21

Staffing Committee

Dear Councillor

You are summoned to attend a meeting of the Staffing Committee of Bromyard & Winslow Town Council on Wednesday 19th March at 2pm in The Council Chamber, The Old Vicarage, 1 Rowberry Street, Bromyard, HR7 4DU, for the purpose of transacting the business identified on the Agenda below.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'KM', enclosed in a blue oval.

Karen Mitchell
Town Clerk

Members: Cllrs Churchill, Davies (Vice-Chair), Dr D Dunne-Thomas (Chair), Franklin, Holman, Law, Page.

AGENDA

- S25/16 Apologies for absence** *LGA 1972 S85 (1)*
Schedule 12 of the Local Government Act 1972 requires that a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.
- S25/17 Declaration of interests and written requests for dispensation**
Local Authorities (Model Code of Conduct) Order 2007 SI No. 1159
Members are invited to declare disclosable pecuniary interests (DPI) and other interests in items on the agenda as required by the Bromyard and Winslow Town Council Code of Conduct for Members and by the Localism Act 2011.
Requests for dispensations must be in writing, addressed to the Town Clerk and received as soon as possible before the meeting.
- S25/18 Minutes** *LGA 1972 Sch 12 para 41(1)*
To confirm the Minutes of the meeting held on the 27th January 2025 as a correct record.
- S25/19 Terms of Reference**
To review the Terms of Reference for the Staffing Committee.
- S25/20 Confidential Items:**
Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), it is proposed 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.
- S25/21 Staffing Matters**
1. Annual Leave
 - a) To consider requests from the Town Clerk and Town Maintenance Operative to carry forward 5 days of unused leave into the 2025/26 leave year.
 - b) To note the Clerk's holiday dates:
2024-25: 24th to 31st March (5 days total)
2025-26: 19th June; 23rd to 26th June 2025 (5 days total)
4th to 7th August; 11th August 2025 (5 days total)
 2. Pay Scale Adjustments for Operational Staff
To consider transitioning operational staff from the Real Living Wage to the National Joint Council (NJC) scale. This adjustment would align the pay of operational staff with that of the administrative staff who are already on the NJC scale. The associated costs have been accounted for in the budget for the financial year 2025-26.
 3. Staff Appraisals
 - a) To receive a verbal report on staff appraisals, and their outcomes.
 - b) To consider reducing the Office Cleaner's contractual hours from 10 to 7 per week.
 - c) To consider potential pay awards in accordance with employment contracts.