



**Tidworth Town Council
Staffing Committee
August 2023**



Minutes of the Staffing Committee Meeting held on 29th August 2023 in Unit 3D Castledown Business Park, Ludgershall at 6.30pm.

Attended Councillors H Jones (HJ) in the Chair M Connolly (MC), P Hedge (PH), C Webb (CW), L Coleman (LC) C Lovell (CL) – Town Clerk		1. 23/007ST Apologies: None Schedule 12 of the Local Government Act 1972 requires a record to 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. Under Section 85(1) of the Local Government Act1972, members present must decide whether the reason(s) for a member's absence are accepted.
Item	Agenda Item	Action by
23/008ST	2. Declarations of interest – None (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
23/009ST	3. Minutes of Previous meeting Minutes of the meeting held on 25 th July 2023 were approved at August 2023 full Town meeting. No matters arising.	
23/010ST	4. Clerks Report CL reported on upcoming training booked with SLCC for herself and KM. KM and AN will be attending First Aid training on 26 th -27 th September 2023. There is space for two councillors to also attend. All agreed that it should be for members who attend events frequently.	
23/011ST	5. Civic Centre Staffing The Committee recommend the following staffing structure for the Civic Centre, but as this is unknown territory it will be reviewed once settled in. Admin 1 (AN) Mon to Fri 8:30-13:00, this is an additional 2.5 hours per week. Admin 2 (KM) Mon to Fri 9:30-15:00, this is an additional 7.5 hours per week Town Clerk (CL) 10:00-15:00, core hours plus an additional 3 hours per week. Time off in lieu (TOIL) is to only be accrued in exceptional circumstances and where possible with the prior approval of the	

	<p>Line Manager. This will include events which are to be agreed on an individual basis.</p> <p>Admin will be paid an additional 2 hours each per month and Town Clerk 4 hours per month, to cover evening meetings.</p> <p>Site Officer (x 2) Mon to Fri 8:00-10:00/15:00-21:00 Sat 3.5 hours</p> <p>Proposed by CW, seconded by MC, carried.</p> <p>Official business only to be conducted in the office and a Clear Desk Policy will be implemented.</p> <p>Job descriptions are being looked at and drafts will be reviewed at September's meeting.</p> <p>Uniform – The preferred uniform with quotes had been circulated and it was agreed that stitch-a-logo was the preferred supplier. It was noted that the fleece was an outside one, so it was suggested that a lighter shell type one for indoor use is also purchased. Polo Shirts £12.50 + VAT, Fleece £21.00 + VAT. It was agreed that each Staff member be provided with 3 polo shirts, 1 outdoor fleece and 1 lighter fleece. CL also requested to have a fleece for site visits, etc.</p> <p>No jeans or trainers to be worn with the uniform tops.</p> <p>Site officer(s) will be supplied with the appropriate footwear and any other safety clothing required.</p> <p>Councillors will also be given the opportunity to purchase the clothing should they wish for events etc.</p> <p>Proposed by MC, seconded by HJ, carried.</p>	CL
23/012ST	<p>6. Leave/Sick software</p> <p>CL requested that software is purchased for requesting and logging absences.</p> <p>All agreed this was the way forward.</p> <p>CL will now research this and get quotes for September's meeting.</p>	
23/013T	<p>6. Date of next meeting</p> <p>26th September 2023 @6.30pm</p>	Agenda items to be submitted to the Clerk 7 days before meeting

There being no further business to discuss the meeting closed at 7.30 pm.