

QUEDGELEY TOWN COUNCIL

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Minutes of the Meeting of the Staffing Committee held at Quedgeley Community Centre on Monday 21st July 2025 at 7.00pm

PRESENT Cllr J Powell, Cllr L Bradford, Cllr N Lee, Cllr V Ranford, Cllr D Hobbs

OFFICER PRESENT Town Clerk

SS.006/25-26	To Elect a Chair Cllr Lee PROPOSED Cllr Powell to take the chair. Seconded: Cllr Ranford: Vote: unanimous: So resolved
SS.007/25-26	Apologies Cllr C Pearce - noted Apologies were provided for not being quorate at the last meeting.
SS.008/25-26	Adoption of Staff Sub Committee Minutes dated 7th April 2025 Cllr Ranford PROPOSED to adopt the minutes for 7th April 2025 as an accurate record. Seconded: Cllr Bradford: Vote: unanimous: So resolved
SS.009/25-26	Declarations of Interest None and no public present
SS.010/25-26	To consider and agree increase of 2.5 hours per week for 2 current admin assistants to cover reduction in Deputy Clerk's hours. Mrs Webster provided an update on the above. Following a staffing meeting with the team, staff felt that instead of recruiting an additional member of staff, the current staff could increase their hours by 2.5 hours each per week to provide additional cover. In addition by increasing their hours, the office opening hours could be brought forward to 9.00am, there would be a saving in recruitment costs and no additional training would be required. Cllr Ranford PROPOSED that the above request be agreed but to further investigate seeking a 5th person part time by the most appropriate route.

	Seconded: Cllr Bradford: Vote: unanimous: <i>So resolved</i>
SS.011/25-26	To consider and agree expenditure not exceeding £460.00 for Summer student cover for 6 weeks and to provide delegated authority to increase to £680.00 if additional cover required. Cllr Powell PROPOSED to agree the above. Seconded: Cllr Ranford: Vote: unanimous: <i>So resolved</i>
SS.012/25-26	Staff Pensions – To consider and agree proposal for the Local Government Pension Scheme and to note next steps. Mrs Webster provided full costings should the staff change from NEST to LGPS. It was agreed that due to lack of time and the need to discuss this without staff being present, the matter should be deferred to be discussed under confidential business at the next Full Council meeting of Monday 18th August 2025.
SS.013/25-26	Staff Reviews – to note Mrs Webster advised that all staff reviews are now complete and provided a brief overview of comments made by staff. It was agreed that Mrs Webster’s review should take place prior to the next Full Council on the 18th August 2025 at 6.45pm. Councillors to be present are: Cllr Ranford, Cllr Hobbs and Cllr Lee

Meeting closed: 7.30pm

Date of next meeting – Monday 6th October 2025 at 7.00pm