

QUEDGELEY TOWN COUNCIL

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Minutes of the Meeting of the Staffing Committee held at Quedgeley Community Centre on Monday 7th April 2025 at 7.00pm

PRESENT Cllr J Powell, Cllr S Potter, Cllr N Lee

OFFICER PRESENT Town Clerk

SS.001/25-26	Apologies Cllr Ranford and Cllr Weston - noted
SS.002/25-26	Adoption of Staff Sub Committee Minutes dated 6th January 2025 Cllr Potter PROPOSED to adopt the minutes for 6th January 2025 as an accurate record. Seconded: Cllr Powell: Vote: unanimous: So resolved
SS.003/25-26	Declarations of Interest None and no public present
SS.004/25-26	Update on Staffing Structure, including Supervisory cover and further admin cover 2 days per week. To consider and agree suitable paycales for both. Mrs Webster provided a verbal overview of the current structure and the supervisory gap in the office following the reduction in hours of the current Deputy Clerk. Mrs Webster advised that Mrs Barnett has expressed an interest to take on a more supervisory role in the office. Members agreed that Mrs Barnett should be given the opportunity to progress further in the office with a view to completing CiLCA in the near future. Members also agreed that Mrs Barnett should learn the financial side of the Clerk's role to provide all round cover when the Clerk is absent. It was also agreed that CiLCA can be deferred until 2026 and should Mrs Barnett then decline to commence CiLCA she will be expected to stand down from the supervisory role. Cllr Potter PROPOSED that Mrs Barnett supervise for 2 days per week, Mondays and Tuesdays as Acting Deputy RFO. Seconded: Cllr Lee: Vote: unanimous: So resolved

	Cllr Powell PROPOSED to backfill Mrs Barnetts role, Mondays and Tuesdays with a temporary member of staff – salary scale Living Wage. Seconded: Cllr Potter: Vote: unanimous: <i>So resolved</i>
SS.005/25-26	Staff pensions – under review Cllr Powell advised that the cost implications and process should be investigated to move from NEST to the Local Government Pension Scheme. Deferred to 7th July 2025 Staffing Committee Meeting to bring information to meeting.

Meeting closed: 7.25pm

Date of next meeting – Monday 7th July 2025 – time tba