

WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON THURSDAY 25th APRIL 2012 AT 7.00 PM.

PRESENT: Cllrs: G Wilson; (Vice-Chairman); N Kennedy; M Brandon.

IN ATTENDANCE: Town Clerk: F White.

12/12S APOLOGIES FOR ABSENCE

Cllrs: T Butt Philip (Chairman); T Robbins. Staff Representative: S Luck.

12/13S DECLARATIONS OF INTEREST None.

12/14S MINUTES of the meeting held on 16th February 2012 were proposed, seconded, accepted and signed.

12/15S MEETING OPEN TO THE PUBLIC None present.

12/16S STAFF REPRESENTATIVE No matters to put forward.

12/17S TRAINING

The Town Clerk gave an up-date; various staff members are awaiting suitable courses. The Town Clerk has attended a pilot training session in preparation for the examination module of the Certificate in Local Council Administration in the new General Power of Competence.

Councillors were keen to support staff training in IT skills. It was proposed, seconded and agreed, that the training session from the new website provider should be funded from the Training budget.

12/18S EMPLOYEE HANDBOOK

All the amendments approved at the previous meeting have been incorporated into the Handbook; further work is needed to edit and clarify the presentation of the information section. There was a discussion of the work needed to review and update the policies section, particularly in relation to changes in employment legislation and the connection to contracts of employment and terms and conditions. It was agreed that the work is time-consuming and could be outsourced; the possibility of engaging a university student as a project placement will be explored.

12/19S TO EXCLUDE THE PRESS AND PUBLIC

Due to the confidential nature of the business to be discussed, relating to individual persons, it was proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public: resolved.

12/20S TOWN CLERK'S REPORT

The Town Clerk's confidential report was received and appropriate action agreed.

12/21S ANY OTHER URGENT MATTERS OF REPORT

No further matters to report.

**12/22S PLEASE NOTE DATE OF NEXT MEETING ADJUSTED TO:
7pm WEDNESDAY 20th JUNE 2012**