

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL ON THURSDAY 26<sup>th</sup> JULY 2012 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson; N Kennedy; A Gibson; T Robbins.

**IN ATTENDANCE:** Town Clerk: F White; Staff Representative: S Luck.

**12/38S APOLOGIES FOR ABSENCE**

Cllr. A Denison.

**12/39S DECLARATIONS OF INTEREST** None.

**12/40S MINUTES** of the meeting held on 20<sup>th</sup> June 2012 were proposed, seconded, accepted and signed.

**12/41S MEETING OPEN TO THE PUBLIC** None present.

**12/42S EMPLOYEE HANDBOOK**

New members of the committee had now had the opportunity to read the temporary Handbook and were happy to approve it; accordingly it was proposed and seconded that the temporary Handbook be adopted, a vote was taken and this was agreed.

Review work will continue, under the guidance of South West Councils.

The Staff Representative was invited to give comments from the staff. The general view was that there was no need to have a handbook; a request that it should include the right to belong to a trade union was noted; the Town Clerk was asked to add this to the temporary Handbook. A question had been raised as to whether staff could be accompanied to appraisals; the Town Clerk explained she has already indicated to staff she has no objection to them being accompanied; it was pointed out that notification should be required in advance and it should be clear that in this event the Town Clerk (or whoever relevant) may also be accompanied.

**12/43S ANY OTHER URGENT MATTERS OF REPORT**

Responses to the questions submitted to South West Councils have been received; these will be formally considered at the next meeting.

The Town Clerk and Staff Representative were thanked for all their work.

**12/44S DATE OF NEXT MEETING:** 6pm Thursday 1<sup>st</sup> November 2012