

WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON THURSDAY 21ST FEBRUARY 2013 AT 6.00 PM.

PRESENT: Cllrs: G Wilson; N Kennedy; A Gibson.

IN ATTENDANCE: Town Clerk: F White. Staff Representative, RFO: S Luck.
1 member of the press.

13/01S APOLOGIES FOR ABSENCE
Cllr S Davies

13/02S DECLARATIONS OF INTEREST
None.

13/03S MINUTES of the meeting held on 1st November 2012
Minutes of the previous meeting were proposed, seconded, approved and signed.
Matters Arising

- i. 12/50S The Defibrillator was supplied on the understanding that there is no expectation or requirement to have a trained member of staff available to use it. However, five members of staff have volunteered and been trained in its use.
- ii. 12/52S The Open Spaces Officer gave an up-date on adjustments to contractors and part-time workers' hours.
- iii. 12/54S The Town Clerk has made the immediate adjustments to the Handbook as agreed at the last meeting; the up-dated Handbook is now available to staff, together with the Green Book supplied electronically by South West Councils. The next task will be to restructure the Handbook and index into a more user-friendly order.

13/04S MEETING OPEN TO THE PUBLIC
None.

13/05S STAFF REPRESENTATIVE
Nothing to report.

13/06S TRAINING
Three members of the outdoor team have been trained ready to carry out the daily safety inspections at the Skate Park from 1st April.

13/07S MACE BEARER Arrangements for appointment.
Some interest has been generated by the publicity of the forthcoming retirement of the Mayor's Mace Bearer.
The Town Clerk presented a summary of interview and appointment arrangements for a new Mace Bearer; these were approved.
Interview and Appointment Panel: The Mayor, Chairman of Staffing, Town Clerk.

13/08S TO EXCLUDE THE PRESS AND PUBLIC Due to the confidential nature of the business to be discussed, relating to individuals, 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. The press left the room.

13/09S TOWN CLERK'S REPORT received:
i. To confirm annual salary increments as per Council's Pay and Grading Review, following the Appraisal process: proposed, seconded and approved. (Increments

were included in the Council's budget for 2013-14).

ii. The Town Clerk up-dated the Committee on current temporary cover arrangements and the RFO was thanked for all his hard work.

13/10S ANY OTHER URGENT MATTERS OF REPORT

i. Town Hall Reception office opening hours. After careful consideration the Committee recommended that there be no change.

ii. Town Hall staff lone working.

13/11S DATE OF THE NEXT MEETING: 6pm Thursday 2nd MAY 2013