

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL, THURSDAY 21<sup>ST</sup> NOVEMBER 2013 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson (Chairman), A Denison, A Gibson,  
N Kennedy (Vice Chairman), D Unwin.

**IN ATTENDANCE:** Town Clerk: F White  
Staff Representative: RFO S Luck  
Cllr C Price.

**13/48S APOLOGIES FOR ABSENCE**

Cllr J Parkes.

**13/49S DECLARATIONS OF INTEREST**

None.

**13/50S MINUTES OF THE MEETING HELD 3<sup>RD</sup> OCTOBER 2013**

The minutes of the previous meeting were proposed, seconded, approved and signed.

**13/51S MEETING OPEN TO THE PUBLIC**

None present.

It was agreed to vary the order on the agenda.

**13/52S 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 Town Clerk and RFO left the meeting.

Cllr Price was invited to remain during a discussion on a confidential staffing matter.

The Town Clerk and RFO were recalled to the meeting. Cllr Price left.

**13/53S STAFF REPRESENTATIVE**

The Staff Representative reported disquiet from staff over the length of time a current staffing matter was taking. This was noted by the Committee. Members expressed regret at the length of time the necessary stages take. It was pointed out that there is a due process of Employment Law, which was being followed.

**13/54S TRAINING**

The Town Clerk supplied a report of training requirements identified through the recent appraisals; these were approved.

The Committee agreed in principle to support a further recommendation, more information was requested.

**13/55S COMMITTEE BUDGET**

The RFO reported that the draft budget approved by the Finance and General Purposes Committee provides £2,160 for Training, the same as the previous year. The Precept Grant Income is being recommended as a designated fund for Staffing Contingencies (long-term sickness, maternity cover etc.) the RFO advised of the reasoning for this.

It was proposed, seconded and agreed, that the committee accepts this advice and is in support of the recommendation to Council regarding the Staffing Contingency.

**13/56S POLICY REVIEW**

A draft index was circulated for the proposed Induction Booklet and revised Policies Handbook. Members were asked to study this alongside the current Handbook and return comments and suggestions to the Town Clerk and Chairman for collation. Policies will then be revised, drawing on national model policies for guidance, starting with Disciplinary and Grievance policies.

**13/57S TOWN CLERK'S REPORT**

A confidential report was provided.

i. Appraisals

Most staff appraisals have now been completed.

Recommendations regarding salary increments (within draft budget) were proposed, seconded and approved.

ii. Staffing Matters

Flexible cover in the City Council office is working well and is expected to continue until the New Year.

**13/58S ANY OTHER URGENT MATTERS OF REPORT**

i. Cllr Gibson gave her resignation and was thanked for her major input to the work of the Committee.

ii. It was agreed to adjourn the meeting until 6.30pm Monday 25<sup>th</sup> November.

**13/59S MEETING RECONVENED**

The meeting reconvened at 6.30pm on Monday 25<sup>th</sup> November in the Gallery Room, Wells Town Hall.

Present: Cllrs: G Wilson (Chairman), A Denison, N Kennedy (Vice Chairman), J Parkes, D Unwin. In Attendance: Town Clerk Mrs F White.

The Committee confirmed that the meeting remained closed to the press and Public (ref. minute 13/52S).

The Town Clerk left the meeting.

**13/60S CONFIDENTIAL STAFFING MATTER**

The Committee gave careful consideration to a current confidential staffing matter. The Town Clerk was recalled to the meeting and instructed how to proceed.

**13/61S DATE OF NEXT SCHEDULED MEETING: 6pm Thursday 20<sup>th</sup> February 2014.**