

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL, THURSDAY 20<sup>th</sup> FEBRUARY 2014 AT 6.00 PM.**

**PRESENT:** Cllrs: G Wilson (Chairman), N Kennedy (Vice Chairman),  
J Parkes, H Siggs, D Unwin.

**IN ATTENDANCE:** Town Clerk: F White

**14/01S APOLOGIES FOR ABSENCE**

Cllr Siggs and Unwin would arrive later.

**14/02S DECLARATIONS OF INTEREST**

None. See 14/09S.

**14/03S MINUTES OF THE MEETING HELD 21<sup>ST</sup> NOVEMBER 2013**

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

**14/04S MEETING OPEN TO THE PUBLIC**

None present.

**14/05S STAFF REPRESENTATIVE**

Steve Luck had resigned as Staff Representative; the staff had held an election but no votes were cast. Members felt it had been helpful to have a staff representative and agreed to return the item to the next agenda.

**14/06S TRAINING**

To receive draft Training Report to March 31<sup>st</sup> 2014: The Town Clerk had distributed the report; members commended the extent and scope of the training staff had taken part in throughout the year.  
A small grant towards the Archivist's Diploma in Archive Administration was approved.

**14/07S POLICY REVIEW**

(Cllrs Siggs and Unwin arrived)

- i. To approve proposed index for revised Handbook  
The index was approved. It was agreed the Town Clerk, with the Chairman, will begin work on the detail of the sections.
- ii. Disciplinary and Grievance Policy. The Chairman reported he has looked at some model policies with the Town Clerk. It was agreed they will do some more work to prepare these for presentation.

**14/08S 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.

**14/09S TOWN CLERK'S REPORT**

- i. Annual appraisals - up-date  
The Town Clerk reported that all appraisals have been completed and was thanked for this work. Some Job Descriptions have been up-dated, with support from South West Councils.(HR and Employment Advisor)
- ii. Confidential staffing matter  
(Cllr Siggs declared a personal, non-prejudicial Interest, as member of the Board of South West Councils.)  
The Chairman gave an up-date. Proposed actions were discussed and

approved.

The Chairman presented some costs; it was agreed that these be recommended to the Finance and General Purposes Committee as essential expenditure.

It was agreed that Cllr Siggs (in consultation with Cllr Kennedy and the Town Clerk) will progress this matter when the Chairman is away, if necessary.

**14/10S ANY OTHER URGENT MATTERS OF REPORT**

The Chairman spoke about the Finance and General Purposes Committee request to assess the staffing implications of the Reception Services Working Group. The initial assessment is that no additional financial impact is anticipated.

**14/11S DATE OF THE NEXT SCHEDULED MEETING: 6pm Thursday 1<sup>st</sup> May 2014.**