

**WELLS CITY COUNCIL**  
**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE**  
**COUNCIL CHAMBER AT WELLS TOWN HALL, THURSDAY 1<sup>ST</sup> MAY 2014 AT**  
**6.00 PM.**

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

**IN ATTENDANCE:** Town Clerk: F White, S Luck RFO  
Cllrs: T Butt Philip; T Robbins.

**14/12S APOLOGIES FOR ABSENCE**

Cllr H Siggs

**14/13S DECLARATIONS OF INTEREST**

None

**14/14S MINUTES OF THE MEETING HELD 20<sup>TH</sup> FEBRUARY 2014**

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

**14/15S MEETING OPEN TO THE PUBLIC**

None present

**14/16S STAFF REPRESENTATIVE**

The staff have agreed that S Luck will represent them, sharing the duties with K Westwood; from time to time other members of staff may attend if appropriate. The Committee was very pleased; they are keen to involve staff as much as possible.

**14/17S POLICY REVIEW**

i. Handbook revised index

The new index was approved; it was agreed the Town Clerk will rearrange the Policies into the new index order and start re-wording the Induction booklet.

ii. Disciplinary and Grievance Policy

Town Clerk and Chairman to consider the post recent model policies.

iii. Pension Discretions Policies

Compulsory sections of LGPS Regulations 2008,-13 &-14 have come into force; draft model policies provided by the county pension service were approved for adoption.

**RECEPTION SERVICES WORKING GROUP – Staffing implications**

The Town Clerk presented a report of her review of tasks, proposals for assignment of job functions and for staffing the reception desk Monday to Friday, 9am to 4pm.

There are no additional financial implications in this proposal arising from staffing; the proposal relates to implementation of the Working Group Report recommendations.

The hours, roles and grades were proposed, seconded and approved; new posts to be subject to review after six months.

It was made clear that the Mayor's diary is an important function and should be serviced by one person, to ensure continuity.

It was agreed that when the Finance and General Purposes Committee has approved the move of the Reception Services, the Town Clerk should proceed with the advertising and selection procedure as soon as is appropriate.

**14/19S 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.

Cllrs Butt Philip and Robbins and the RFO were invited to remain.

**14/20S TOWN CLERK'S REPORT**

- i. The Administrator was thanked for all the additional duties she has been carrying out.
- ii. Training
  - a. The Town Hall Manager has attended a Health and Safety at Work whole day course on Risk Assessments
  - b. The Town Clerk is due to attend a half day up-date on Contracts of Employment
- iii. Confidential staffing matter  
The Chairman reported that this matter has now concluded

**14/21S ANY OTHER URGENT MATTERS OF REPORT**

No further matters.

**14/22S DATE OF THE NEXT SCHEDULED MEETING: 6pm Thursday 17<sup>th</sup> July 2014.**