

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, WELLS TOWN HALL, THURSDAY 17th JULY 2014 AT 6.00 PM.

PRESENT: Cllrs: D Anderson, T Butt Philip, N Kennedy, J Parkes, H Siggs, D Unwin.

IN ATTENDANCE: Town Clerk: F White.

14/23S ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Cllr Butt Philip was proposed, seconded, elected and took the Chair.
Cllr Parkes was proposed, seconded and elected as Vice-Chairman.

14/24S APOLOGIES FOR ABSENCE

S Luck: Staff Representative.

14/25S DECLARATIONS OF INTEREST

None declared.

14/26S MINUTES OF THE MEETING HELD 1ST MAY 2014

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

14/27S MEETING OPEN TO THE PUBLIC

None present.

14/28S STAFF REPRESENTATIVE

Apologies for absence. No matters to report.
Members expressed their support for staff involvement at committee meetings.

14/29S POLICY REVIEW

i. Induction booklet

The draft booklet was received for members' consideration; it is also being circulated to staff for consultation.

ii. Policies Handbook

The model grievance policy has been prepared as agreed at the last meeting; copies were circulated, members will consider the new draft alongside the previous policy, with the aim of approving a completed new policy at the next meeting.

It was agreed the Chairman and Town Clerk will bring policies to the committee for review as the need arises.

The Town Clerk is keeping the list of policies under review, taking advice on what is required.

14/30S 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.

14/31S TOWN CLERK'S REPORT

i. Training

All training identified from last year's appraisals has been completed.

ii. Reception services

The new office and reception desk are nearly ready; staff have been appointed. It is anticipated the service will be in full operation by September.

iii. Appraisals

The Town Clerk will be carrying out all City Council staff appraisals during August.

14/32S ANY OTHER URGENT MATTERS OF REPORT

i. Long service.

14/33S DATE OF NEXT MEETING: 6pm Thursday 2nd October 2014.