

**WELLS CITY COUNCIL**  
**MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL**  
**CHAMBER, WELLS TOWN HALL, THURSDAY 2<sup>ND</sup> OCTOBER 2014 AT 6.00 PM.**

**PRESENT:** Cllrs: T Butt Philip (Chairman); D Anderson; N Kennedy.

**IN ATTENDANCE:** Town Clerk: F White.  
S Luck: Staff Representative.

**14/34S APOLOGIES FOR ABSENCE**  
Cllrs: J Parkes, H Siggs, D Unwin.

**14/35S DECLARATIONS OF INTEREST**  
None declared.

**14/36S MINUTES OF THE MEETING HELD 17<sup>th</sup> JULY 2014**  
The minutes of the previous meeting were proposed, seconded, approved and signed.

**14/37S MEETING OPEN TO THE PUBLIC**  
None present.

**14/38S STAFF REPRESENTATIVE**  
A meeting of the staff had been held; positive feedback was received from consultations on the proposals at 14/39S. All had volunteered to help with the Christmas lights; also to attend the first aid training session being arranged. Reception staff will be provided with blouses to complement the staff uniforms. The committee expressed support and appreciation of the team spirit and positive atmosphere amongst the staff. Request for a contribution to a Christmas celebration was supported, (referred to Chairman of Finance and General Purposes).

**14/39S POLICY REVIEW**  
i. To approve the Induction booklet (Ref: 14/29Si.)  
Proposed, seconded and approved.  
ii. To approve grievance policy (Ref: 14/29Sii.)  
Proposed, seconded and approved.  
iii. To approve policy up-dates in accordance with current legislation:  
The Town Clerk presented a legal briefing note; recommendations were proposed, seconded and approved.

**14/40S 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 Staff representative left the meeting.)

**14/41S TOWN CLERK'S REPORT**  
i. Appraisals  
- The Town Clerk presented a confidential report; she has carried out all appraisals and up-dated all job descriptions as part of this process.  
- Salaries increment recommendations were approved. It was agreed to consult South West Councils regarding one post.

ii. Training

- The Town Clerk presented the training needs analysis report, arising from the appraisals.
- The Town Clerk has attended a Clerks' briefing on changes to legislation, including press and public recording of meetings.

**14/42S**

**BUDGET 2015-16**

To make recommendations to the Finance and General Purposes Committee for the year 2015-16:

The RFO joined the meeting and reported on the training budget. It was agreed this is sufficient at present; adjustment may be required, particularly if the council took on more responsibilities.

**14/43S**

**ANY OTHER URGENT MATTERS OF REPORT**

No further matters.

**DATE OF THE NEXT MEETING: 6pm Thursday 19<sup>th</sup> February 2015**