

**WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 1ST OCTOBER 2015 AT 6.00 PM.**

PRESENT: Cllrs: C Briton; N Kennedy; H Siggs; C Wride.

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

15/23S APOLOGIES FOR ABSENCE J Osman; D Unwin

15/24S DECLARATIONS OF INTEREST None declared

15/25S MINUTES OF THE MEETING HELD 30TH JULY 2015

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

Matters Arising

Cllr Siggs wished to discuss the Living Wage, ref: 15/18S. He reported from a recent meeting of South West Employers. It was agreed it is too soon to assess the long-term effects of the National Living Wage; immediate impact for the City Council is minimal. The Town Clerk and RFO will continue to monitor the situation.

15/26S MEETING OPEN TO THE PUBLIC None present

15/27S STAFF REPRESENTATIVE

- i. Ref.15/17S, no further concerns.
- ii. Dementia-friendly City awareness session. This has been discussed with all staff and they are happy to take part. Members recorded thanks to the staff for their willingness, also recognising that many staff already deal competently with this issue on a daily basis.

15/28S BUDGET FOR YEAR 2016-17

To assess staffing capacity and make budget recommendations:

The following matters were considered, being areas of increase in council functions currently under consideration.

- i. Public toilets
All costs are already in the council budget. If this function progresses further the committee may wish to discuss in-house management at a later date.
- ii. Open Spaces increased functions
This has been looked at by the Open Spaces Committee and approved by Council, so the committee recommends that the service should be budgeted for.
- iii. VIS website
This project has been approved by council. Staffing is already in place. The Town Clerk answered questions about the estimated hours. The committee recommended that the hours be included in the budget, as estimated.

15/29S 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.

15/30S TOWN CLERK'S REPORT

- i. Up-dates
Appraisals have been completed; recommendations were approved.
- ii. Training Report
Report of training completed by staff and councillors since the previous meeting.

It was agreed to arrange two sessions of Dementia-friendly awareness training for staff and councillors.

15/31S ANY OTHER URGENT MATTERS OF REPORT

15/32S DATE OF THE NEXT SCHEDULED MEETING: 6pm Thursday 3rd March 2016