

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 15TH JUNE 2017 AT 6.00 PM

PRESENT: Cllrs: M Brandon; N Kennedy; D Swain; D Unwin;
G Wilson (Chairman)

IN ATTENDANCE: Town Clerk: F White
Staff Representative: K Westwood

17/20S APOLOGIES FOR ABSENCE

Cllr. T Robbins

17/21S DECLARATIONS OF INTEREST

None declared

17/22S ELECTION OF VICE-CHAIRMAN

Cllr Kennedy was proposed, seconded and unanimously appointed as Vice-Chairman.

17/23S MINUTES OF THE MEETING HELD 16TH MARCH 2017

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

17/24S MEETING OPEN TO THE PUBLIC

None present

17/25S STAFF REPRESENTATIVE

Members welcomed Kevin Westwood as the staff representative.

The following matters were raised and discussed:

- i. Most staff are happy; the new member of staff is happy.
- ii. There is a staff shortage at the cemetery; this is putting pressure on the existing staff.
- iii. Figures on the turn-over and lettings at the Town Hall reflect an increase in workload.

17/26S 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.

17/27S TOWN CLERK'S REPORT (confidential)

- i. Occupational Health report.
The report was received and recommendations approved.
- ii. Management Report.
The Town Clerk gave a report on how matters are being managed at present and recommendations for the next few months in relation to the staff shortage at the cemetery. All matters were approved.
There was a discussion about pay and grading in relation to changes such as the national living wage and increases in the council's functions.
- iii. Training.
The Town Clerk reported on training undertaken, and forthcoming.

17/28S ANY OTHER URGENT MATTERS OF REPORT

No further matters

17/29S DATE OF THE NEXT MEETING: 6.00pm, Thursday 21st September 2017