

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 16TH NOVEMBER 2017 AT 5.30PM

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

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

17/41S APOLOGIES FOR ABSENCE

Cllrs: M Brandon; T Robbins

17/42S DECLARATIONS OF INTEREST

None declared

17/43S MINUTES OF THE MEETING HELD 21ST SEPTEMBER 2017

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

17/44S 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

17/45S STAFF STRUCTURAL REVIEW

To receive a report from the Town Clerk:

The Chairman summarised the actions taken arising from the previous meeting. The Town Clerk had carried out a structural review and a budget request was submitted to the Finance and General Purposes Committee.

The Chairman presented the key points of the Town Clerk's confidential report to the Committee; the committee considered the principles that had been applied in devising a draft banding structure, the differentials and increments. Information was given with reference to the national living wage and in relation to the local employment situation. Affordability was considered and it was agreed this is primarily a matter for the Finance and General Purposes Committee. The Staffing Committee Chairman will attend the next F. & G.P. meeting to answer any questions on process, and to assist that committee with their duty of ensuring due diligence.

The first-draft pay and grading schedule for April 2018 was presented for consideration, the committee discussed application of the principles; the effect of additional responsibilities; and gave attention to ensuring specific equalities. The Staff Representative was asked to take the draft to staff for consultation informally after the Christmas break.

It was agreed that further consideration of the final details of the schedule will take place in January at the next committee meeting.

The Town Clerk was thanked for the enormous amount of detailed work she had put into this process and for writing an excellent report.

The following proposal was made:

To approve the draft pay and grading recommendations in principle, the final version to be examined at the next meeting in January:

Proposed, seconded and agreed; the schedule to remain confidential.

It was further agreed that the Town Clerk's report would remain confidential but be shared with the Finance and General Purposes Committee.

17/46S DATE OF THE NEXT MEETING: 6.00pm, Thursday 18th January 2018