

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 18TH JANUARY 2018 AT 6.00PM

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

IN ATTENDANCE: Town Clerk: F White
Staff Representative: K Westwood
RFO: S Luck

18/01S APOLOGIES FOR ABSENCE
Cllr. T Robbins

18/02S DECLARATIONS OF INTEREST
None declared

18/03S MINUTES OF THE MEETING HELD 16TH NOVEMBER 2017
The minutes of the previous meeting were proposed, seconded, approved and signed.

18/04S MEETING OPEN TO THE PUBLIC
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chairman: None present.

18/05S STAFF REPRESENTATIVE
The Staff Representative reported that he is keeping staff informed of progress of the national pay negotiations. Information was provided to the committee.
It has not been possible to consult on the local structure as no clear decisions have been made by the Council.

18/06S 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**

18/07S TOWN CLERK'S REPORT
To receive the Town Clerk's report on the staff pay and grading review.
The Town Clerk presented her confidential report and the proposed pay and grading structure.
RECOMMENDED
i. **To adopt the restructured pay and grading scheme.**
ii. **To review pay and grading in four years time or when the national NJC pay banding scales have been revised, whichever is sooner.**

i.&ii. Proposed, seconded and unanimously approved.

Approval was sought for the staff to be made aware of the new structure and this was agreed; the Staff Representative will speak to each member of staff individually.

The Chairman reported from the December meeting of the Finance and General Purposes Committee, minute reference 17/110ii,iv.
The RFO was asked to provide figures quantifying how the approved pay and grading structure would impact on the reserve. His calculations showed a requirement for £208. It was proposed, seconded and agreed that the Chairman will write to inform the Chair of the Finance Committee.

Some members expressed concerns over the procedures at the December F&GP meeting where staff had been excluded from discussion on the pay & grading review for over one hour.

The Chairman stated that it is the role of F&GP to evaluate affordability in the context of annual budget planning.

The RFO was thanked for his assistance.

The Town Clerk was thanked for all her work on this intensive task, and for the clear reports she had provided.

Particular thanks were given to the Staff Representative, for his hard work and support throughout the process.

The Chairman thanked everyone and declared the pay and grading review to be at an end; he was thanked for his work.

18/08S ANY OTHER URGENT MATTERS OF REPORT

- i. The Overtime Policy to be reviewed; item for the next agenda.
- ii. Training up-date: The Town Clerk provided a brief report.

18/09S DATE OF THE NEXT MEETING: 6.00pm, Thursday 15th March 2018