

**WELLS CITY COUNCIL**  
**MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL**  
**CHAMBER, WELLS TOWN HALL, THURSDAY 15<sup>TH</sup> MARCH 2018 AT 6.00PM**

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

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

**18/10S APOLOGIES FOR ABSENCE**  
T Robbins; D Swain

**18/11S DECLARATIONS OF INTEREST**  
None declared.

**18/12S MINUTES OF THE MEETING HELD 18<sup>TH</sup> JANUARY 2018**  
The minutes of the previous meeting were proposed, seconded, approved and signed.

**18/13S MEETING OPEN TO THE PUBLIC**  
None present.

**18/14S STAFF REPRESENTATIVE**

- i. The representative has spoken to each member of staff and all are happy with the new pay structure.
- ii. He has attended the district union meeting; the national pay offer has not been agreed so it was confirmed that the 1<sup>st</sup> April salaries will be calculated on the basis of the current year scales; a back-dated sum will be paid when a settlement is issued.
- iii. He has been approached to become a union representative for sector workers outside of the district council and is considering this.  
It was agreed that the request is a commendation both of him personally and of the good working relationships at this Council. He was assured of the support of the Council if he decides to take up the role.

**18/15S STAFF HANDBOOK AND POLICIES REVIEW**

The Town Clerk has reviewed the handbook and induction booklet and checked the NALC list of recommended policies. Everything seems to be in place and up to date; there are no recommendations at present. She reported on the Overtime Policy with the Staff Representative; local variation was noted but it was agreed to keep the overtime policy under review pending the introduction of new national scale points, as there may be an adjusted national recommendation at that time.  
New policies issued from time to time by NALC are always considered for adoption. It was agreed that the handbook should be fully reviewed once during each quadrennial.

**18/16S 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**

**18/17S TOWN CLERK'S REPORT**

To receive the Town Clerk's report and sign off Salary Pay Scale Points for April 2018:

- i. The Town Clerk presented the Training Schedule and answered questions. There were several positive comments; in summary the Chairman said that it was good to see a comprehensive training system in place.

- ii. The pay and grading process has completed all approvals, through the budget process and full Council meeting. The Committee agreed that the pay points be formally signed off; the Town Clerk presented the scheduled which was duly signed by the Chairman.  
The Town Clerk explained up-dated BACS payments procedures being written into the Financial Regulations ensuring accuracy and transparency.

**18/18S ANY OTHER URGENT MATTERS OF REPORT**

The Chairman thanked members for their hard work during the year; the committee had worked well together and achieved cohesive teamwork in this sensitive role.

**18/19S DATE OF THE NEXT MEETING: 6pm, Thursday 14<sup>th</sup> June 2018**