

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 12TH JANUARY 2023 AT 6:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: D Denis, S Eden, T Robbins (Chair), H Siggs, P Welch (Vice-chair)

IN ATTENDANCE: Cllr S Cursley (The Mayor)
Town Clerk/RFO: S Luck
Staff Representative: A Allen

23/01/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllr L Agabani

23/02/S DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

23/03/S MEETING OPEN TO THE PUBLIC

Nobody wished to speak.

23/04/S STAFFING UPDATE

i. Vacancies

The Town Clerk updated Members, that the Cemetery and Outside Spaces appointments will be made in the next couple of months.
The Archivist vacancy will be considered when the job description is agreed after the next meeting of the committee.
Cllr Eden asked if it was possible to see the archives and it was agreed a visit for all councillors will be arranged.

ii. Staff holidays

The Town Clerk updated members on staff holiday allowance outstanding, there being an amount carried over due to Covid. This is improving but will result in some staff continuing to carry allowance to the next holiday year. The Town Clerk will continue to manage the situation and encourage staff to use their allowance.
Cllr Denis requested that senior staff inform Councillors of their holiday dates so they are aware who to contact in the event of problems. It was also suggested Councillors could inform the Town Clerk of their holiday arrangements.

iii. Pension request

Members considered a request from a previous staff member to support their application to take early pension on health grounds.
It was agreed the Town Clerk would write a letter of support.

23/05/S STAFFING REPRESENTATIVE

A Allen reported he had spoken to the staff and no issues had been raised.
He was now based in the Town Hall.
Members asked the Town Clerk that when job roles changed or new staff are employed if all Councillors could be updated.

23/06/S STAFF HANDBOOK

The new staff handbook produced by our HR consultants was circulated. It was discussed and members were asked to inform the Town Clerk of any changes they would like considered.

Cllr Siggs suggested in view of the increase in staff our policies needed updating to include for example a redundancy policy. The Town Clerk agreed to include this on the next agenda.

Staff appraisals were also discussed, they were completed this year and it was agreed they are important, the form used will be sent out with the next agenda for consideration.

23/07/S ANY MATTERS OF URGENT REPORT
None

23/08/S DATE OF NEXT MEETING: 6pm Thursday 13th April 2023

EXCLUDE THE PRESS AND PUBLIC

Note: It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private report.

Minutes signed by The Chair: **Date:**