

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 16TH MARCH 2017 AT 6.00 PM

PRESENT: Cllrs: G Wilson (Chairman); N Kennedy; D Swain;
C Wride (Vice Chairman)

IN ATTENDANCE: Town Clerk: F White
Staff Representative: S Luck

17/11S APOLOGIES FOR ABSENCE

Cllrs.; T Robbins; D Unwin

17/12S DECLARATIONS OF INTEREST

None declared

17/13S MINUTES OF THE MEETING HELD 5TH JANUARY 2017

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

17/14S MEETING OPEN TO THE PUBLIC

None present

17/15S STAFF REPRESENTATIVE

No matters to report.

Members noted that the Town Hall staff had been very patient and cooperative during recent disruptions caused by the replacement of flooring.

17/16S 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.

It was agreed that the RFO would remain in the meeting.

17/17S TOWN CLERK'S REPORT

- i. Occupational Health report.
The report was received and recommendations approved.
- ii. Town Hall staff appointment.
The Town Clerk gave an up-date; all procedures had been reported and checked by members at the time. All matters were approved.
- iii. Management up-dates.
The Town Clerk gave a report on how matters are being managed at present and recommendations for the next few months. All matters were approved. Appraisals will be carried out during August, it is anticipated that there will be some revisions to job descriptions in view of the additional functions taken on by the Council.
- iv. Training.
New training requirements were reported and approved.

17/18S ANY OTHER URGENT MATTERS OF REPORT

- i. A ballot is due for the staff to elect their representative; the RFO and Town Clerk hope to encourage someone different to stand.
- ii. The Chairman thanked all members for their contributions and their support throughout the year. He thanked the Town Clerk and RFO for all their hard work in preparing staffing matters.

17/19S DATE OF THE NEXT MEETING: 6.00pm, Thursday 15th June 2017