

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL
CHAMBER, WELLS TOWN HALL, THURSDAY 14TH JUNE 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

18/20S APOLOGIES FOR ABSENCE
None received

18/21S DECLARATIONS OF INTEREST
None declared.

18/22S ELECTION OF VICE-CHAIRMAN
Cllr Kennedy was proposed, seconded and elected as Vice-Chairman.

18/23S MINUTES OF THE MEETING HELD 15TH MARCH 2018
The minutes of the previous meeting were proposed, seconded, approved and signed.

18/24S MEETING OPEN TO THE PUBLIC
None present.

18/25S STAFF REPRESENTATIVE
All staff appeared satisfied with the outcome of the pay and grading review, finally implemented 1st April 2018.

18/26S NJC NATIONAL PAY AND GRADING SCALES FOR 2019
The Town Clerk presented a summary of the NJC scales and how the transition to the new scales will take place in April 2019, the Staff Representative assisted in explaining the details. Members agreed this Council is in a good position to make the transfer from the basis of the work done to date.
The Town Clerk drew members attention to the resolution of 18.01.18:

- 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.

She asked for the second part to be re-set, as the NJC scales have been released early, 2019 was anticipated. After some deliberation it was proposed, seconded and agreed to recommend that the review go forward to the next council cycle.

RECOMMENDED

That the review of pay and grading go forward to the next Council cycle.

18/27S 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**

18/28S TOWN CLERK'S REPORT
i. **Management Report**
The staff teams are working well. There has been no difficulty finding good seasonal staff this year.

- ii. Senior Management Team Meeting - plan to address the challenges of the increasing workload and diverse functions:
 - Continue to increase use of flexible roles
 - Expand role-sharing across teams
 - Source and provide targeted training where required.
- iii. **Annual Staff Appraisals**
Appraisals will be carried out for all staff during August to September.
- iv. **Training**
A log is kept of all training attended.
Particular training needs will be identified at staff appraisal.
Several Councillors have attended training sessions.
- v. **Overtime / out of hours / additional remuneration / benefits**
The Town Clerk and Staff Representative were asked to produce a draft policy for the next meeting, taking account of recent national guidance together with known local practice.

18/29S ANY OTHER URGENT MATTERS OF REPORT

To hold a 'meet the staff' session for Councillors at the start of the new Council after the elections next year.

18/30S DATE OF THE NEXT MEETING: 6pm, Thursday 18th October 2018