

WELLS CITY COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE EAST ROOM, WELLS TOWN HALL, **TUESDAY** 19TH NOVEMBER 2019 AT 6.00PM

PRESENT: Cllrs: S Briton, S Cursley, O Hartley, N Kennedy (Vice-Chairman),
C Wride (Chairman), A l'Anson

IN ATTENDANCE: Acting Town Clerk/RFO: S Luck
Staff Representative: K Westwood
Cllr P Crummay
1 member of the public

19/40S APOLOGIES FOR ABSENCE

None

19/41S DECLARATIONS OF INTEREST

None declared.

19/42S MINUTES OF THE EXTRAORDINARY MEETING HELD ON 13TH AUGUST 2019

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

19/43S MEETING OPEN TO THE PUBLIC

None wishing to speak.

19/44S STAFF REPRESENTATIVE REPORT

Mr Westwood reported the staff were pleased the Town Clerk had now been appointed and offered their full support. The two new members of staff have settled in well as part of the team.

Members requested that in future the staff representative report be made available in writing before the meeting.

19/45S ACTING TOWN CLERK STAFFING STRUCTURE REPORT

The Acting Town Clerk explained his report, that he had circulated and answered questions from members. Cllr Cursley requested a complete breakdown of employer costs for each individual post. It was agreed, after discussions that a lump sum figure should be sufficient for the purpose. Cllr l'Anson asked if members could have the Job Descriptions circulated to them. This was also agreed to be available, when the Job Descriptions had been completed to incorporate any new duties.

19/46S FUTURE STAFFING PROVISION

To consider resilience/communications posts:

Members considered the requirements and agreed to fill the communications post internally for a 6-month trial period.

It was agreed to appoint a new part time Resilience Manager from April 2020 and to explore the possibility of sharing the post with neighbouring Parish Councils.

The Acting Town Clerk was asked to explore options.

19/47S PUBLIC TOILET CLEANING

To consider staffing options:

The Acting Town Clerk reported the Toilet Cleaning Contract was due for renewal and he was looking at options to cover some duties with existing cleaning staff to offer a better service to the public. The contract would be re-negotiated to allow for the proposed changes. Members agreed this was a good option.

19/48S FUTURE HR PROVISION

Members agreed to look at options to improve the Council HR provision and review all policies and procedures.

The Acting Town Clerk invited members to a meeting on the 27th November he had set up with a potential provider.

19/49S ANY OTHER URGENT MATTERS OF REPORT

Cllr Wride reported she had received a letter of thanks from the departing Town Clerk. Cllr Wride also reported that there could be some staffing implications when the current Wells in Bloom volunteer retires from his 'watering of the plants' duties. It was agreed to keep this under review.

19/50S DATE OF THE NEXT MEETING: 7pm **Wednesday 15th January 2020**