

WELLS CITY COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, WELLS TOWN HALL, WEDNESDAY 11TH MARCH 2020 AT 7.00PM

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

IN ATTENDANCE: Town Clerk/RFO: S Luck

20/10S APOLOGIES FOR ABSENCE

Cllr S Cursley

20/11S DECLARATIONS OF INTEREST

None declared.

20/12S MINUTES OF THE MEETING HELD ON 15TH JANUARY 2020

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

20/13S MEETING OPEN TO THE PUBLIC

None present.

20/14S STAFF REPRESENTATIVE'S REPORT

No report as the process of electing a new representative was taking place.

20/15S TOWN CLERK'S REPORT

The Town Clerk updated members on the new HR provider. The online information facility and login had been set up. The full service will be available when the contract starts in April. The first task they will undertake is a total review of our HR policies which will then be returned to the committee for agreement. The process should be completed within 12 weeks.

20/16S RESILIENCE MANAGERS POSITION

The Town Clerk produced a draft job description and asked for input from members. It was agreed Cllrs Briton and Hartley would help the Town Clerk. The timetable for appointment would be: prepare job description and vacancy advert ready for the next committee meeting for members' agreement. The advert would then be placed, interviews conducted, with a start date of September.

20/17S ANY OTHER URGENT MATTERS OF REPORT

The Town Clerk expressed his concerns at the extra workload being put on him and the staff by the constant demand for new reports and policies by certain Councillors. Along with the new projects the Council were undertaking, he asked that thought should be given to reduce these requests to those that were absolutely necessary as every request took his time and added to an already very busy period. The Town Clerk thanked the staff that had helped him set up the new TIC shop in the Town Hall.

20/18S DATE OF THE NEXT MEETING: Tba