

WELLS CITY COUNCIL
MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
THURSDAY 3RD SEPTEMBER 2020 AT 6PM VIA ZOOM

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

IN ATTENDANCE ON ZOOM: Town Clerk/RFO: S Luck
Staff Representative: A Allen
Cllrs: J Rust, J Linsdell
SCC Cllr T Munt
WCC staff: A Westwood

20/19S APOLOGIES FOR ABSENCE
None

20/20S DECLARATIONS OF INTEREST
None declared

20/21S MINUTES OF THE MEETING HELD ON 11TH MARCH 2020
Minutes of the previous meeting were proposed, seconded, approved and will be signed at a later date.

20/22S MEETING OPEN TO THE PUBLIC
None present.

20/23S STAFF REPRESENTATIVE'S REPORT
Andy Allen reported all staff had now returned to work and had no issues to raise. Many staff had worked through shutdown without problems. Cllr Wride thanked all the staff who had continued to work.

20/24S PAY AWARD 2020-21 AND PAY-BAND REVIEW
The Town Clerk reported the national pay award had been finalised at 2.75% increase, backdated from April 2020. New staff have been granted an extra day of annual leave as part of the package. He also reported the pay banding was set at lower 4 from this year and recommended this be kept under annual review as and when the Council increased in size. Members voted to accept all the recommendations.

20/25S RESILIENCE MANAGER POSITION
Cllr Briton and Hartley reported on the work carried out so far and answered questions from members on the details of the appointment process. The revised name of the post will be Resilience/Sustainability Officer. The job description, responsibilities and start date were accepted by members and it was agreed to send all the details to our HR providers for checking.

20/26S APPRENTICESHIPS
The Town Clerk asked members to consider the appointment of one or more apprentices to take advantage of the funding available. He highlighted two possible posts, a multitask handyman post and a possible admin post. It was agreed by members that the Town Clerk and Chairman will consult and move the process forward as soon as possible.

20/27S ANY OTHER URGENT MATTERS OF REPORT

Cllrs Cursley and Briton asked the Town Clerk for an update on the HR process of checking our employment policies. The Town Clerk reported this had been put on hold during the shutdown period but was due to start in the coming weeks.

The Town Clerk asked members for an increase in hours of an extra day for an Admin Staff member as he was keen for training to take place, so the staff member could learn the accounts IT package. Members all agreed this was a good idea.

Cllr Briton asked if this could be achieved within budget: due to the Covid shutdown staff savings this was possible.

20/28S DATE OF THE NEXT MEETING: tba