

WELLS CITY COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 3RD JUNE 2021 AT 6PM AT WELLS TOWN HALL

PRESENT ON ZOOM: Cllrs: S Briton, S Cursley, O Hartley (Deputy Mayor and Chair),
R Humphreys, A l'Anson, N Kennedy,

IN ATTENDANCE ON ZOOM: Town Clerk/RFO: S Luck
SCC Cllr T Munt

21/30S APOLOGIES FOR ABSENCE

None received

21/31S DECLARATIONS OF INTEREST

None declared.

21/32S ELECTION OF VICE-CHAIR

Sarah Briton was proposed, seconded and elected.

21/33S MINUTES OF THE MEETING HELD ON 4TH MARCH 2021

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

21/34S MEETING OPEN TO THE PUBLIC

None present.

21/35S STAFF REPRESENTATIVE'S REPORT

Andy Allen reported all staff were happy and glad to be back after periods of furlough. He thanked management and Councillors for the support given. He said it was a very busy time with the Open Spaces team doing Wells in Bloom. No problems to report. The Chair and members thanked all the staff for their work during this difficult period.

21/36S RESILIENCE AND SUSTAINABILITY POST

Sarah Briton updated the committee on timeline for the appointment. The advert will go out next week and interviews will take place in July with a start date of early September. It is anticipated to have a shortlist of five and interviews will take place over one day. The interview panel will be agreed in the coming weeks.

21/37S TOWN CLERK'S STAFFING UPDATE

The Town Clerk reported all staff had now returned from furlough. He asked for two matters to be considered.
1. To look to appoint an assistant to the Town Clerk to help with the increasing workload. The new member of staff would be expected to undergo clerk training with a view to being able to stand in when the Clerk was unavailable. Initially the post would be 24-30 hours a week. Members discussed the idea and accepted the need for a new position. It was proposed, seconded and agreed to allow the Town Clerk working with the Chair and Chair of finance to proceed.

2.He also expressed the requirement for a staff review to consider the Council staffing needs moving forward. The review would consider options and needs for existing projects and the possible effect of the Local Government reorganisation. It was proposed, seconded and agreed the Town Clerk working with his Officers would start the review with the Chairs of Staffing and Finance next month. The review will report back to the committee and be concluded before the budget setting process starts.

21/38S ANY OTHER URGENT MATTERS OF REPORT

Nothing to report.

21/39S DATE OF THE NEXT MEETING: tba

Minutes signed by The Chair: **Date:**