

WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN THE COUNCIL
CHAMBER AT WELLS TOWN HALL ON THURSDAY 16th FEBRUARY 2012 AT 7.00 PM.

PRESENT: Cllrs: T Butt Philip (Chairman); G Wilson; (Vice-Chairman);
M Brandon.

IN ATTENDANCE: Town Clerk: F White Staff Representative: S Luck
RFO: S Luck.

12/01S APOLOGIES FOR ABSENCE N Kennedy; T Robbins.

12/02S DECLARATIONS OF INTEREST None.

12/03S MINUTES of the meeting held on 30th November 2011 were proposed, seconded, accepted and signed.

12/04S MEETING OPEN TO THE PUBLIC None present.

12/05S STAFF REPRESENTATIVE No matters to put forward.

12/06S TRAINING

Some specific training courses have been identified but are not available at the present time. It was agreed funds will be carried forward into the next financial year if necessary.

12/07S EMPLOYEE HANDBOOK review.

A definitive version has been identified and basic corrections made. A guidance note from SLCC was received and it was agreed to use this as a basis for up-dating policies. The Town-Clerk had identified sections for possible alterations and the Vice-Chairman presented proposed amendments; these were discussed and changes were agreed. It was agreed that the Town Clerk, in consultation with the Chairman and Vice-Chairman, will prepare the document with the revised wording, in a more accessible form; with all policies to be collected in a separate section. The matter will be brought back to the next meeting of the committee.

12/08S TO EXCLUDE THE PRESS AND PUBLIC

Due to the confidential nature of the business to be discussed, relating to individual persons, 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.

The RFO was invited to attend, to provide information and answer questions arising in the course of the Town Clerk's report.

12/09S TOWN CLERK'S REPORT

The Town Clerk reported on:

- i. Management matters
- ii. New working patterns
- iii. Streamlining of office space
- iv. Contracting-out options (Cemetery and Relief Road).

12/10S ANY OTHER URGENT MATTERS OF REPORT

12/11S DATE OF NEXT MEETING: 7pm **Wednesday 25th April 2012**
Please note date, thank you.