

**WELLS CITY COUNCIL**  
**MINUTES OF THE STAFFING COMMITTEE MEETING HELD IN THE COUNCIL**  
**CHAMBER, WELLS TOWN HALL, THURSDAY 21<sup>ST</sup> SEPTEMBER 2017 AT 6.00PM**

**PRESENT:** Cllrs: M Brandon; N Kennedy; T Robbins; D Unwin; G Wilson (Chairman)

**IN ATTENDANCE:** Town Clerk: F White  
Staff Representative: K Westwood

**17/30S APOLOGIES FOR ABSENCE**  
Cllr. D Swain

**17/31S DECLARATIONS OF INTEREST**  
None declared

**17/32S MINUTES OF THE MEETING HELD 15<sup>TH</sup> JUNE 2017**  
The minutes of the previous meeting were proposed, seconded, approved and signed.

**17/33S MEETING OPEN TO THE PUBLIC**  
None present

**17/34S STAFF REPRESENTATIVE**  
New staff have settled in well and everyone is happy.

**17/35S TO EXCLUDE THE PRESS AND PUBLIC**  
Due to the confidential nature of the business to be discussed, relating to individuals, 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.

**17/36S TOWN CLERK'S REPORT**

- i. Management Report:**  
The Town Clerk up-dated members on changes that had taken place during the summer. There were some adjustments to roles, within budget.
- ii. Annual staff appraisals:**  
All staff appraisals were completed during August, the focus was on thorough review of Job Descriptions. The Town Clerk presented the current pay scale points; increment recommendations would normally be made but were being deferred pending the reviews.
- iii. Training:**  
The Town Clerk presented the training requirements identified during appraisals.

(Town Clerk and Staff Representative left the room.)

**17/37S PAY AND GRADING BENCH-MARKING REVIEW**  
The Pay and Grading Structural Review Group presented their findings.  
The Staffing Committee endorsed their recommendations.  
(Town Clerk and Staff Representative returned to the meeting.)

**17/38S STAFF STRUCTURAL REVIEW**  
The Town Clerk (working with the Chairman and the Chair of Finance & General Purpose Committee) was asked to carry out a management review and report back to the committee with recommendations. An outline budget to be provided to the Finance & General Purposes Committee in time for the Council's budgeting process. An interim meeting of the Staffing Committee to be held at 5.30pm Thursday 16<sup>th</sup> November.

**17/39S ANY OTHER URGENT MATTERS OF REPORT**  
No further matters

**17/40S DATE OF THE NEXT MEETING: 6.00pm, Thursday 18<sup>th</sup> January 2018**  
**An additional meeting to be held at 5.30pm on Thursday 16<sup>th</sup> November 2017**