

ANDOVER TOWN COUNCIL

Staffing Sub-Committee

Tuesday 11 August 2020



To the Members of the Staffing Sub-Committee:

Councillors D Coole (Chairman), C Ecclestone (Vice-Chairman), L Banville, J Coole, and R Meyer.

You are hereby summoned to attend a meeting of the **Staffing Sub-Committee** to be held **virtually via Zoom on Tuesday 11 August 2020 at 6.00pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

5 August 2020

ANDOVER TOWN COUNCIL

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MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS: In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

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Item 1: Apologies for Absence

To receive and accept apologies for absence.

Item 2: Declarations of Interest

To receive and note any declarations of interest relevant to the agenda.

Item 3: Minutes of Previous Meeting

To approve and the Chairman to sign as a correct record the minutes of the Staffing Sub-Committee held on 20 January 2020 – Minutes attached at **Appendix A**.

To note that the meeting scheduled for 19 March 2020 was cancelled due to the Coronavirus Lockdown.

Item 4: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

Item 5: Exclusion of the Press & Public

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 6 due to Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

CONFIDENTIAL ITEMS

Item 6: Confidential Minutes

To approve and the Chairman of the Sub-Committee to sign, as a correct record, the Confidential Minutes of the Staffing Sub-Committee held on 20 January 2020. Confidential Minutes of the Staffing Sub-Committee sent under separate cover for Members of the Staffing Sub-Committee only.

Item 7: Proposed Staffing Structure

To consider the proposed Staffing Structure, job descriptions and salaries. To receive observations on the proposed structure and receive progress on the job descriptions evaluations and proposals for staff consultation – **Job Descriptions and Structure sent under separate cover for Members only.**

Item 8: Staff Recruitment

To receive progress on staff recruitment, interviews and selection. To receive progress on the recruitment of the Economic Development Officer and full time receptionist.

Item 9: Overtime and TOIL

To receive a report on the Overtime and TOIL for 2019/2020 – **report attached under separate cover for Members only.**

To receive a report on the Overtime and TOIL for the 1st quarter of 2020/2021 up to 30 June 2020 – **report attached under separate cover for Members only.**

Item 10: Training and Development

To discuss Officer training needs, particularly CiLCA qualification by the Town Clerk.

Item 11: Additional Staff Post

To discuss the recruitment of an additional staff post, Estates Officer, primarily to progress additional allotment sites within the parish of Andover.

Minutes Staffing Sub-Committee

Time and date

3.00pm – Monday 20 January 2020

Place

Town Council Offices, 68B High Street, Andover

Attendees: Cllr D Coole (Chairman), Cllr C Ecclestone (Vice Chairman), Cllr J Coole, Cllr R Meyer (arrived at 3.18pm).

Officers Present:

Wendy Coulter (Town Clerk) (taking the minutes)

SS 01/19 ELECTION OF CHAIRMAN

It was proposed by Councillor J Coole and seconded by Councillor C Ecclestone that Councillor D Coole be elected Chairman of the Staffing Sub-Committee for the remaining Municipal Year 2019/2020.

A vote was taken which was unanimous.

RESOLVED: That Councillor D Coole be elected Chairman of the Staffing Sub-Committee for the remaining Municipal Year 2019/2020.

SS 02/19 ELECTION OF VICE-CHAIRMAN

It was proposed by Councillor D Coole and seconded by Councillor J Coole that Councillor C Ecclestone be elected Vice-Chairman of the Staffing Sub-Committee for the remaining Municipal Year 2019/2020.

A vote was taken which was unanimous.

Resolved: That Councillor C Ecclestone be elected Vice-Chairman of the Staffing Sub-Committee for the remaining Municipal Year 2019/2020.

SS 03/19 APOLOGIES FOR ABSENCE

There were no apologies for absence.

SS 04/19 DECLARATIONS OF INTEREST

There were no declarations of interest for items on the agenda.

SS 05/19 PUBLIC PARTICIPATION

There were no Members of the Public present.

SS 06/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor J Coole and seconded by Councillor C Ecclestone that the Press and Public be excluded from the meeting at Item 7, Current and Proposed Town Council Staffing Structure due to consideration of confidential staffing matters.

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at item 7 due to consideration of confidential staffing matters.

CONFIDENTIAL ITEMS

SS 07/19 CURRENT AND PROPOSED TOWN COUNCIL STAFFING STRUCTURE

(Councillor R Meyer arrived at 3.18pm)

Members considered current and proposed Town Council Staffing Structure.

SS 08/19 CURRENT AND PROPOSED STAFF JOB DESCRIPTIONS

Members considered current and proposed job descriptions.

SS 09/19 CURRENT AND PROPOSED STAFF SALARIES

Members considered current and proposed staff salaries.

SS 10/19 STAFF RECRUITMENT, INTERVIEWS AND SELECTION

Members discussed implications of staff recruitment.

SS 11/19 OVERTIME AND TOIL

Members discussed staff Overtime and TOIL.

SS 12/19 TRAINING AND DEVELOPMENT

Members discussed staff and Members training and development.

SS 13/19 PERFORMANCE MANAGEMENT

Members consider performance management.

SS 14/19 EMPLOYEE RELATIONS

Members considered the appointment of a grievance panel.

SS 15/19 COMPLIANCE WITH LEGISLATION

It was agreed this item would be deferred to a later committee meeting.

Chairman closed the meeting at 4.47pm.

Chairman

Date