



ANDOVER TOWN COUNCIL

To the Members of the **Staffing Sub Committee**:

Councillors: Robin Hughes (Chairman), Luigi Gregori (Vice Chairman), Steve Hardstaff, Geoff McBride and Michael Mumford.

You are hereby summoned to attend a meeting of the **Staffing Sub-Committee** to be held in The Town Council Offices, 66c High Street, Andover on **Thursday 9 February 2017 at 6.30pm** when it is proposed to transact the following business:-

Wendy Coulter
Town Clerk
3 February 2017

AGENDA

- 1 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- 2 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.
- 3 **MINUTES**
To approve the minutes of the previous meeting held on 2 August 2016 – attached at **Appendix A**.
- 4 **LONE WORKING**
Following the approval of the Key Holder Policy – to consider Lone Working. Report attached at **Appendix B**.
- 5 **EMPLOYMENT OF PERMANENT MEMBER OF STAFF – COMMITTEE OFFICER**
To note that as of 1st February 2017, the Temporary to Permanent employee has been taken on as a Permanent Member of the Town Council Staff. Initially the post is for 16 hrs per week.
- 6 **STAFF APPRAISALS**
To note that staff appraisals have taken place for the Allotments Officer and Committee Officer. The Town Clerk has not yet had an Appraisal for 2016/2017.
- 7 **STAFF REMUNERATION FOR 2017/2018**
To consider a report on Staff Remuneration for 2017/2018 – attached at **Appendix C**.
- 8 **STAFF REMUNERATION GRADING – IN LINE WITH NJC**
To consider a report on Remuneration Grading of Staff in line with NJC – report attached at **Appendix D**.

- 9 **STAFF TRAINING**
To consider staff training – report attached at **Appendix E.**
- 10 **PROVISION OF SERVICES AND STAFFING STRUCTURE**
To consider a report on the provision of Town Council services, administration services and staffing structure – report attached at **Appendix F.**
- 11 **PROVISION OF ADDITIONAL STAFF COVER**
To consider a report on the provision of additional staff cover and administration support – report attached at **Appendix G.**
- 12 **HUMAN RESOURCES PRACTICES**
To receive an explanation report on the HR practices of the Town Council and temporary staff payments. Report attached at **Appendix H.**
- 13 **ITEMS FOR CONSIDERATION AT THE NEXT MEETING**
To note any items to be included on the Agenda of the next meeting.
- 14 **DATE OF NEXT MEETING**
To note that the next Staffing Sub-Committee meeting is scheduled to take place on **21 September 2017 at 6.30pm in the Town Council Offices.**

The Chairman will close the meeting.