



ANDOVER TOWN COUNCIL

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

Councillors: Len Gates (Chairman), Robin Hughes (Vice-Chairman), Luigi Gregori, Steve Hardstaff, Richard Kidd.

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 21 September 2017 at 6.30pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to be 'Wendy Coulter', is written in a cursive style.

Wendy Coulter
Town Clerk
15 September 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 9 February 2017 and 11 May 2017 – attached at **Appendix A.**
- 4 REVIEW OF TOWN CLERK JOB DESCRIPTION AND CONTRACT**
To begin the process of reviewing the Town Clerk's Job Description and Contract – report attached at **Appendix B.**
- 5 STAFF CONTRACTS**
To begin the process of reviewing the staff contracts to bring into line with NJC model – report attached at **Appendix C.**
- 6 STAFF TRAINING**
To note upcoming staff training – report attached at **Appendix D.**
- 7 COUNCILLOR INFORMATION PACKS**
To note that as part of the Town Clerk's appraisal it is suggested that Information Packs be compiled for every Councillor and new Councillors – report attached at **Appendix E.**
- 8 ITEMS FOR CONSIDERATION AT THE NEXT MEETING**
To note any items to be included on the Agenda of the next meeting.

9 DATE OF NEXT MEETING

To agree a date for the next Staffing Sub-Committee meeting.

10 EXCLUSION OF THE PRESS AND PUBLIC

TO PASS A RESOLUTION to exclude members of the public and press from the meeting, due to consideration of confidential staffing matters.

PART 2 – CONFIDENTIAL ITEMS

11 TOWN CLERK’S APPRAISAL

To note that the Chairman of Staffing has undertaken the Town Clerk’s Appraisal. To feedback to Committee any actions required.

To approve amendments to Appraisal Procedure – **report attached under separate cover for Members of Staffing Sub-Committee.**

12 AUDIT AND REVIEW OF STAFFING LEVELS

To note that an Audit and Review of Staffing Levels has taken place at the request of the Town Clerk. To note the recommendations contained within the report and make recommendations to Policy and Resources Committee - **report attached under separate cover for Members of Staffing Sub-Committee.**

13 OFFICER/MEMBER PROTOCOL

To consider changes to the Officer/Member Protocol.

The Chairman will close the meeting.