



# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

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## Minutes Staffing Sub-Committee

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### Time and date

6.30pm – Thursday 11 July 2018

### Place

Town Council Offices, 66C High Street, Andover

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*Attendees:* Cllr L Gates (Chairman from item 1), Cllr K Bird (Vice Chairman from Item 2 – arrived 6.31pm), Cllr L Bird, Cllr R Kidd and Cllr S Hardstaff

*Other Councillors Present:*

Cllr V Pond  
Cllr L Gregori

*Officers Present:*

Wendy Coulter (Town Clerk)  
Tor Warburton (Committee Officer) (taking the minutes)

In the absence of a Chairman, the Town Clerk opened the meeting at 6.30pm.

### SS 01/18 CHAIRMAN OF THE COMMITTEE

Cllr L Bird nominated and Cllr R Kidd seconded, Cllr L Gates to be Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.

No other nominations were received.

**RESOLVED: that Cllr L Gates be the Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.**

### SS 02/18 VICE CHAIRMAN OF THE COMMITTEE

Cllr S Hardstaff nominated and Cllr L Bird seconded, Cllr K Bird to be Vice Chairman of the Staffing Sub-Committee for the municipal year 2018/2019.

No other nominations were received.

**RESOLVED: that Cllr K Bird be the Vice Chairman of the Staffing Sub-Committee for the municipal year 2018/2019**

### SS 03/18 APOLOGIES FOR ABSENCE

There were no apologies for absence.

**SS 04/18 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**SS 05/18 MINUTES**

It was proposed by Cllr R Kidd and seconded by Cllr S Hardstaff that the minutes of the Staffing Sub-Committee meeting held on 2 February 2018 be signed, by the Chairman, as a correct record.

A vote was taken; 3 for, 2 abstentions

**RESOLVED: that the minutes of the Staffing Sub-Committee meeting held on 2 February 2018 be signed, by the Chairman, as a correct record.**

**SS 06/18 PUBLIC PARTICIPATION**

No public were present.

The Chairman advised Members that Cllr V Pond wished to speak on Items 8 and 9 and he would allow her to speak at the agenda items, during the meeting.

**SS 07/18 APPRAISALS**

Member noted the arrangements for the Staff Appraisals during 2018. It was noted that the Deputy Town Clerk would carry out the Appraisals for the Receptionist, Allotment Officers and Committee Officer.

The Town Clerk would carry out the Appraisal for the Deputy Town Clerk.

The Appraisals would take place during July and August and would be reported back to the next Staffing Committee meeting.

Cllr L Bird and Cllr K Bird agreed to carry out the Town Clerks Appraisal; a date to be arranged.

**SS 08/18 OFFICE AIR QUALITY**

The report was received, noted and a discussion had by members which included the following:

- Staff were asked if they would like more green plants in the office to support oxygen supply during the day.
- It was noted by members that the carpets in the office still have dust in them from building work and it was suggested that they could do with a deep clean. Members were advised that this was scheduled and to be decided upon later in the Agenda.
- Members expressed concern about the lack of a window in the Town Clerks office.
- It was agreed that good air conditioning units could be used for heating and cooling and would improve the air quality.
- It was discussed that a professional company should be hired to carry out an air quality survey before any further actions were taken.

Cllr S Hardstaff proposed and Cllr K Bird seconded that the Town Clerk be delegated to get three quotes for an air quality survey, to be carried out on the Andover Town Council Offices, and bring them to the next Policy and Resources Committee.

A vote was taken which was unanimous.

**RESOLVED: that the Town Clerk be delegated to get three quotes for an air quality survey, to be carried out on the Andover Town Council Offices, and bring them to the next Policy and Resources Committee.**

**SS 09/18 OFFICE SNAGGING LIST AND WORKING GROUP**

The Members received and noted the report. A discussion was had which raised the following points:

- More snagging points are being added daily, for example the carpet on the stairs from the street is coming up and a door stop is needed for the front door.

- Landlord still needs to reimburse Andover Town Council for the works carried out installing the fire alarm system and the fire door to the Town Clerks Office.
- Members discussed finding other sources of funding for finishing off works to the Andover Town Councils Office for example are there grants available?
- Councillors were asked to volunteer to complete work they felt they were able to do, if not it was agreed professionals would need to be employed.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that a further snagging list be produced delegating responsibility for each action to be taken to Policy and Resources Committee. Furthermore, that all future snagging issues be taken to Policy and Resources Committee.

A vote was taken which was unanimous.

**RESOLVED: that a further snagging list be produced delegating responsibility for each action to be taken to Policy and Resources Committee. Furthermore, that all future snagging issues be taken to Policy and Resources Committee.**

#### **SS 10/18 TEMPERATURE AND WORKING ENVIRONMENT**

The members received the report (attached for record) and agreed that the action taken was entirely appropriate.

It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the extreme temperatures in the offices be noted, that the Committee endorse the actions of the Town Clerk, to allow staff to come in early and leave early to mitigate the highest temperatures. To agree that if the temperature exceeds 30 degrees centigrade staff are to be sent home and to request the Chairman to formerly inform the remaining Town Council Members of the actions taken and informing Members that staff may not be in the office if temperatures reach over 30 degrees centigrade.

A vote was taken that was unanimous.

**RESOLVED: that the extreme temperatures in the offices be noted, that the Committee endorse the actions of the Town Clerk, to allow staff to come in early and leave early to mitigate the highest temperatures. To agree that if the temperature exceeds 30 degrees centigrade staff are to be sent home and to request the Chairman to formerly inform the remaining Town Council Members of the actions taken and informing Members that staff may not be in the office if temperatures reach over 30 degrees centigrade.**

Thanks, was given to the staff for their perseverance in adverse conditions.

#### **SS 11/18 COMMUNITIES OFFICER**

Members noted that Officers will start to recruit for the agreed 2-year contract role of Communities Officer in August 2018.

#### **SS 12/18 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Cllr L Gates and seconded by Cllr R Kidd that the Committee pass a resolution to exclude members of the public and press from the meeting at items 11, 12, 13, 14 and 15 due to consideration of confidential staffing matters.

A vote was taken which was unanimous

**RESOLVED: that the Committee pass a resolution to exclude members of the public and press from the meeting at items 11, 12, 13, 14 and 15 due to consideration of confidential staffing matters.**

It was noted that other Councillors present could stay until item 14 to observe but if they chose to stay for that item it would need to be brought back to the next Staffing Agenda.

**PART 2 – CONFIDENTIAL ITEMS**

**SS 13/18 ALLOTMENT ADMINISTRATION**

Members received an update on the allotment administration.

**SS 14/18 OFFICE CLEANING**

Members received an updated report on the office cleaning.

**SS 15/18 STAFF ANNUAL LEAVE DATES**

Members received an updated report of staff annual leave dates.

**SS 16/18 STAFFING ISSUES**

Members considered and discussed current and future staffing levels for the Town Council.

**SS 17/18 ANDOVER TAX ISSUES**

Members received an update on Andover Tax Issues.

The Chairman closed the meeting at 8.52pm

*Signed by the Chairman*

*13 September 2018*