



Minutes of Staffing Sub-Committee

Time and date

6.30pm – Thursday 26 October 2017

Place

Town Council Offices, 66C High Street, Andover

Attendees: Robin Hughes (Vice Chairman), Luigi Gregori, Steven Hardstaff.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

SS 22/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs L Gates and R Kidd.

SS 23/17 DECLARATIONS OF INTEREST

There were no declarations of interest in relation to any items on the agenda.

SS 24/17 MINUTES

The minutes of the Staffing Sub-Committee meeting held on 21 September 2017 and the Extraordinary Staffing Sub-Committee meeting held on 5 October 2017 were signed, by the Chairman, as a correct record.

RESOLVED: That the Staffing Sub-Committee meeting held on 21 September 2017 and the Extraordinary Staffing Sub-Committee meeting held on 5 October 2017 be signed, by the Chairman, as a correct record.

SS 25/17 REVIEW OF TOWN CLERK JOB DESCRIPTION AND CONTRACT

The committee reviewed the Town Clerk's Job Description and Contract. Minor amendments were made to the Contract and it was agreed that both documents would be recommended to the Policy and Resources Committee for final approval.

RESOLVED: That the Town Clerks Job Description and Employment Contract, with minor amendments be recommended to the Policy and Resources Committee for final approval.

SS 26/17 STAFF JOB DESCRIPTIONS AND CONTRACTS

The Committee considered new job descriptions and Employment Contracts for all staff. It was noted that a generic Employment Contract was suggested for all staff. Members carefully considered the Employment Contract and made amendments to sickness leave and annual leave. It was noted that consultation with staff would need to take place prior to final change of the Employment Contracts.

It was agreed that the Job Descriptions and amended Employment Contract be recommended to the Policy and Resources Committee for approval.

RESOLVED: That the Job Descriptions and amended Employment Contract be recommended to the Policy and Resources Committee for approval.

SS 27/17 DATE OF NEXT MEETING

Members noted that the date of the next Staffing Sub-Committee meeting was 8 February 2018.

SS 28/17 EXCLUSION OF THE PRESS AND PUBLIC

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

CONFIDENTIAL ITEMS

(Due to the nature of the discussions the following is a brief outline of the discussions which can be released to the public)

SS 29/17 CONFIDENTIAL MINUTES

The confidential minutes of the Extraordinary Staffing Sub-Committee meeting held on 5 October 2017 were signed by the Chairman as a correct record.

RESOLVED: That the Confidential Minutes of the Extraordinary Staffing Sub-Committee meeting held on 5 October 2017 be signed by the Chairman as a correct record.

SS 30/17 REVIEW OF STAFFING LEVELS

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

SS 31/17 OFFICER/MEMBER PROTOCOL

Various recommendations were considered and an amended protocol would be considered at a future meeting of the Staffing Sub-Committee.

The Chairman closed the meeting at 8.35pm.

Chairman

Date