



Staffing Committee

***Minutes of a meeting held on Wednesday 17th October 2018
at 3:30pm in the Council Chamber, Council Offices, Bromyard***

***UNTIL NEXT MEETING OF STAFFING COMMITTEE,
THESE MINUTES HAVE NOT BEEN RATIFIED*.**

Present: Cllrs Pettitt (Chairman), Brunsdon, Churchill, Clark, Page and Smith

In attendance: Karen Mitchell - Town Clerk (TC)

The Chairman informed the meeting of her intention to request a leave of absence from the Council for personal reasons.

18/12 Apologies for absence:
All Members present.

18/13 Declarations of interest and written requests for dispensation:
None.

18/14 Minutes
The Minutes of the meeting held on the 27th June 2018, were confirmed as a correct record.

18/15 Matters arising:
Referring to 18/05 Redrafting of Council's Grievance Policy and Procedure - the Clerk reported that NALC and the SLCC would be issuing joint guidance concerning employment disputes and its interaction with the Code of Conduct.

18/16 Terms of Reference
Members further reviewed the Terms of Reference for the Staffing Committee. It was felt that the current ToR's were over prescriptive and needed to be separated out into Policy and Procedure. The Town Clerk to prepare a draft for future consideration.
A number of amendments were agreed to reflect the changes approved by Full Council on 24 September 2018 (Minute ref 18/162)

IT WAS RESOLVED that the amendments be agreed.

18/17

Confidential Items:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) it was RESOLVED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of the employment matters.

18/18

Staffing matters

1. Councillors Page and Pettitt reported on matters raised at a staff meeting on 12th September, 2018, concerning office staff workloads.

Following discussion, **IT WAS RESOLVED:** That the Acting Chairman and Vice Chairman of the Staffing Committee work with the Clerk to draw up a list of jobs which can then be brought back to the committee for prioritisation.

2. Administrative Assistant's notice of retirement
Members were advised of the Administrative Assistant's intention to retire in May 2019. Discussion ensued with regard to a review of the office structure and recruitment.

Following discussion, **IT WAS RESOLVED:** That the Town Clerk prepare a job description for review at the next meeting.

The meeting closed at 4.16pm.