

PORTLAND TOWN COUNCIL

Council Offices
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11th April 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, EASTON STREET** on **TUESDAY, 17TH APRIL 2018** commencing at **7.00 pm**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Members: Cllrs. Ms J. Atwell, Mrs S. Cocking, J. Draper, C. Gover,
and R. Wild

AGENDA

1. **Apologies for Absence** – to receive
2. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interests
3. **Minutes of the Staffing Committee, 1st November 2017** – to agree and sign
4. **Minute Update and Matters Arising** – to consider (see attached)
5. **Public Participation** – to receive questions and comments from the public on agenda items only
6. **Clerk** – to give formal approval to the termination agreement for the Clerk (see confidential attachment)
7. **Assistant Clerk** – to consider whether to increase the postholder's hours to the level recommended in the Staffing Review (see confidential attachment)
8. **Exclusion of Press & Public** (discretionary)
"That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Items ... by reason of the confidential nature of the business to be transacted."
9. **Date of Next Meeting** – to agree

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY, 1ST NOVEMBER 2017
AT THE COUNCIL OFFICES, 52 EASTON STREET

PRESENT:- Councillors Jim Draper (Chairman), Jo Atwell, Sue Cocking, Chris Gover and Rod Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

36 – APOLOGIES FOR ABSENCE

All the members were present.

37 – DECLARATIONS OF INTEREST

The Clerk declared an interest in Agenda Item 9 – Employer Pensions Discretions.

38 – MINUTES OF THE MEETING HELD ON 5TH SEPTEMBER 2017

The minutes were formally agreed and signed as a correct record.

39 – MINUTE UPDATE AND MATTERS ARISING

There was no comment.

40 – HUMAN RESOURCES SUPPORT

RECOMMENDED – that the Council accept the quotation submitted by Ellis Whittam.

This recommendation will now go to the Finance Committee.

Cllr. Draper advised that, if accepted, Ellis Whittam will want to review the Council's staff handbook. They will provide access to their software system, which for example can hold personnel records.

41 – ASSISTANT CLERK

Members considered the applications received.

42 – EVENTS

Members reviewed the summer events and the support provided by the staff.

43 – ORDER OF BUSINESS

The Chairman took Agenda Item 9 ahead of Item 8.

44 – EMPLOYER PENSION DISCRETIONS

The Clerk undertook to raise the subject at a forthcoming Finance Officers meeting to gain advice on other councils' policies. The HR Consultant would also be asked if they can advise.

45 – ADJOURNMENT

The Chairman then adjourned the meeting at 8.40 pm to reconvene at another venue without the Clerk being present. The remaining Agenda Item 8 – Office Cleaning Contract was due to be discussed then.

46 – OFFICE CLEANING CONTRACT

No details have been supplied.

47 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices in January 2018, the time yet to be determined.

The time of the end of the meeting is not known.

Chairman Date