

PORTLAND TOWN COUNCIL

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31st May 2017

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, EASTON STREET** on **WEDNESDAY, 7TH JUNE 2017** commencing at **10.30 am**, 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, J. Draper, C. Gover, D. Thurston and R. Wild

AGENDA

1. **Election of Chairman** – to elect a Chairman of the Committee for the municipal year 2017/18
2. **Chairman’s Welcome**
3. **Apologies for Absence** – to receive
4. **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
5. **Minutes of the Staffing Committee, 11th April 2017** – to agree and sign
6. **Minute Update and Matters Arising** – to consider (see attached)
7. **Hearing Recommendations** – to consider the interpretation of the governing procedure (see confidential attachment)
8. **Staff Pension** – to consider legal aspects of resolutions by this Committee and full Council (see confidential attachment)
9. **Staffing Review** – to consider its recommendations, in particular those regarding the Assistant Clerk, in order to make a recommendation to full Council (see confidential attachment)
10. **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.”
11. **Date of Next Meeting** – to agree

PORTLAND TOWN COUNCIL

**STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
TUESDAY, 11TH APRIL 2017
AT THE COUNCIL OFFICES, EASTON STREET**

PRESENT:- Councillors Ms J. Atwell, J. Draper, C. Gover and D. Thurston

IN ATTENDANCE: Ian Looker (Town Clerk) and Councillor Mrs S. Cocking

Cllr. Thurston in the Chair.

1 – ELECTION OF CHAIRMAN

RESOLVED – that Cllr. Draper be elected Chairman of the Committee for the remainder of the municipal year.

Cllr. Draper in the chair.

2 – CHAIRMAN’S WELCOME

Cllr. Draper welcomed all to the meeting and advised of fire precautions in the building.

3 – APOLOGIES FOR ABSENCE

Apologies were received from Cllr. R. Wild, together with Cllrs. P. Kimber and K. Wheller (both Dorset County Council and Weymouth & Portland Borough Council).

4 – DECLARATIONS OF INTEREST

There were none.

5 – MINUTES OF THE LAST MEETING OF THE HUMAN RESOURCES & IT COMMITTEE, HELD ON 29TH SEPTEMBER 2015

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

6 – MATTERS ARISING FROM THE MINUTES

a) Minute 54(a) – Competent Person (Health & Safety)

The Clerk advised that the immediate need had ended with the Council’s departure from the old Offices in Fortuneswell. However he was in touch with Ellis Whittam about the present Offices and action would soon be forthcoming.

b) Minute 55(c) – Annual Leave

Staff leave entitlement had been checked and confirmed.

7 – PUBLIC PARTICIPATION

There was none.

8 – TERMS OF REFERENCE

Members considered the reports prepared by Cllr. Draper.

RECOMMENDED – (1) that there be no provision for public participation at future meetings in accordance with Standing Order 4 (e) (ix).

(2) that Council adopt the first set of Terms of Reference for the Staffing Committee set out on the agenda paper, as follows:-

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff programmes for staff.
7. To oversee any process leading to dismissal of staff (including staff redundancy.)
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer his leave requests, record and monitor his absence, and handle grievance and disciplinary matters and pay disputes.
14. That the staffing committee meet four times a year in July, October, January and April with additional meetings as necessary.

(3) that Standing Order 20 be amended as follows (changes italicised):-

20 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Clerk shall notify the *Chairman of the Staffing Committee* or, if he is not available, the *Chairman* of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The Chairman of *the Staffing Committee* or in his absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing to the *Staffing Committee* are subject to approval by resolution of the *Staffing Committee*
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the *Staffing Committee* or in his absence, the Deputy Chairman of *the Staffing Committee* in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of *the Staffing Committee*.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman of the *Staffing Committee* or Deputy Chairman of the *Staffing Committee*, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 20(f) and (g) above if so justified.
- i Access and means of access by keys and / or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and the Chairman of the *Staffing Committee*.

9 – EXCLUSION OF PRESS & PUBLIC

RESOLVED - 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 the remaining Agenda Items by reason of confidential nature of the business to be transacted.

10 – STAFFING MATTERS

It was proposed by Cllr. Gover and **RESOLVED** – that the Chairman of the Committee should liaise with the Clerk to produce written recommendations for staffing levels. These will be based on the 2014 Staffing Review, evidence presented by the Clerk at the meeting and the ensuing discussion. The recommendations will be present to the next meeting of the Staffing Committee to be forwarded to full Council for approval.

11 – STAFF PENSION

RESOLVED – that the request submitted by a member of staff be accepted on the terms stated.

12 – STAFF LEAVE

RESOLVED – that the carrying forward of leave to a member of staff indicated on the agenda paper be granted and that a letter be written to the officer concerned expressing the Committee's wishes regarding the arrangement.

13 – CiLCA TRAINING

RESOLVED – that the member of staff concerned be given reassurances concerning Council's previous decision on qualification.

14 – OFFICE MANAGEMENT

The Clerk said he wished to withdraw from giving a verbal report since in the interim the matter had reached a satisfactory conclusion.

15 – DATE OF NEXT MEETING

The date has yet to be agreed.

The meeting ended at 9.35 pm.

Chair Date

MINUTE UPDATE

a) Minute 6(a) – Competent Person (Health & Safety)

A quotation has been received for services at the new Offices. This will be brought to the next meeting of the Finance Committee.

b) Minute 8 – Terms of Reference

Council has approved all three recommendations.

c) Minute 10 – Staffing Matters

The Chairman and Clerk have not yet met to discuss recommendations.

d) Minute 11 – Staff Pension

See Agenda Item 8.

e) Minute 12 – Staff Leave

A letter has been written.