

## PORTLAND TOWN COUNCIL

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5<sup>th</sup> June 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 12<sup>th</sup> JUNE 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

Wayne Lewin  
Interim Town Clerk

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

## **AGENDA**

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the Staffing Committee 17<sup>th</sup> April 2018**
- 4. Matters Arising**
- 5. Public Participation**
- 6. Interim Town Clerk**  
To discuss an extension to the temporary contract.
- 7. Assistant Clerk**  
To consider whether to increase the postholder's hours to the level recommended in the Staffing Review
- 8. Staff salary payment date**  
To discuss the release date of staff salaries
- 9. Staff appraisals**  
To confirm the dates of mid-year and annual appraisals
- 10. Job Specifications on move to new offices**  
To discuss the roles and hours of Town Council employees on the future move of the Town Council office
- 11. Advertising the position of the Town Clerk**
- 12. Exclusion of Press & Public**
- 13. Date of Next Meeting**  
The Committee's next meeting is scheduled to take place on Wednesday, 5<sup>th</sup> September 2018, at the Council Offices, Easton starting at 10.30 am.

**PORTLAND TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**TUESDAY, 17<sup>TH</sup> APRIL 2018**  
**AT THE COUNCIL OFFICES, 52 EASTON STREET**

**PRESENT:-** Councillors Jim Draper (Chairman), Jo Atwell, Sue Cocking, Chris Gover, Ray Nowak (ex officio) and Rod Wild

**IN ATTENDANCE:** Ian Looker (Town Clerk), Councillor Katharine Garcia (Dorset County Council & Weymouth & Portland Borough Council), Kerry Baker (Weymouth & Portland Borough Council) and one member of the public.

**48 – APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Paul Kimber (Weymouth & Portland Borough Council).

**49 – DECLARATIONS OF INTEREST**

The Clerk declared a financial interest in Agenda Item 6.

**50 – MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> NOVEMBER 2017**

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

**51 – MINUTE UPDATE AND MATTERS ARISING**

There was no comment.

**52 – PUBLIC PARTICIPATION**

There were no questions or comments.

**53 – 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 Agenda Items 6 and 7 by reason of the confidential nature of the business to be transacted.

**54 – CLERK**

It was proposed by Cllr. Draper and **RESOLVED** - that the termination agreement for the Clerk be formally approved. It was further agreed that the payments involved in the agreement be recorded under Staff Salaries in the monthly schedule of invoices and under Salaries in the monthly financial reports.

**55 – ASSISTANT CLERK**

**RESOLVED** – that the postholder's hours of work be reviewed at the Committee's next meeting.

**56 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held on Tuesday, 12<sup>th</sup> June 2018, starting at 7.00 pm.

The meeting ended at 7.45 pm.

Chairman ..... Date .....