

## PORTLAND TOWN COUNCIL

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25<sup>th</sup> October 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, 1<sup>ST</sup> NOVEMBER 2017** 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, 5<sup>th</sup> September 2017** – to agree and sign
4. **Minute Update and Matters Arising** – to consider (see attached)
5. **Human Resources Support** – to consider:-
  - a) the consequences of Town Council's decision to employ HR support
  - b) provision of a "competent person" service for health and safety matters (see attached)
6. **Assistant Clerk** – to review the applications received and consider interview arrangements (confidential attachment to follow)
7. **Events** – to review the summer events and consider how the staff can support such events
8. **Office Cleaning Contract** – to discuss further any necessary aspects of the previous contract
9. **Employer Pension Discretions** – to make recommendations for Council policies (see attached)
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 (January 2018?)

**PORTLAND TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**TUESDAY, 5<sup>TH</sup> SEPTEMBER 2017**  
**AT THE COUNCIL OFFICES, EASTON STREET**

**PRESENT:-** Councillors Jim Draper (Chairman), Jo Atwell and Rod Wild

**IN ATTENDANCE:** Ian Looker (Town Clerk)

**26 – CHAIRMAN’S WELCOME**

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

**27 – APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. C. Gover and D. Thurston.

**28 – DECLARATIONS OF INTEREST**

There were none.

**29 – MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> JUNE 2017**

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

**30 – MINUTE UPDATE MATTERS ARISING**

There was no comment.

**31 – STAFF PENSION**

**RESOLVED** – that the Clerk’s proposal regarding his pension be accepted.

The Clerk will draft a letter from the Chairman to the County advising of the decision and inform the payroll consultant too.

**32 – ASSISTANT CLERK**

The Committee reviewed the documents associated with the post and made a small number of changes. The current allocation of ten hours will be reviewed by the Committee as part of a general staffing review in January, any change to take effect from 1<sup>st</sup> April 2018.

In the job description the words, “and supporting other Council events” were added. A new paragraph 9 was included, “Research sources of grant funding, report to Council and take appropriate action.”

The person specification should include “CiLCA-qualified” or willing to train for CiLCA after a probationary period.

The interviews would be conducted at the Community 2000 hall and candidates invited to view the Council Offices beforehand.

**33 – APPRAISALS**

It was agreed that the staff appraisals, particularly that of the Clerk, should be based on the objectives of the Council, which were yet to be determined.

(At this point the Committee agreed to adjourn to another meeting place to deal with the rest of the agenda. The time was then 11.55 am.)

**34 – OFFICE CLEANING CONTRACT**

Cllr. Draper updated members on the contract. It was agreed that he should seek advice and report back to the Committee.

**35 – DATE OF NEXT MEETING**

The next meeting of the Committee will be held at the Council Offices on Wednesday, 1<sup>st</sup> November 2017 at 7.00 pm.

The meeting ended at 12.50 pm.

Chair ..... Date .....

## MINUTE UPDATE

**a) Minute 31 – Staff Pension**

The information was sent out.

**b) Minute 32 – Assistant Clerk**

The changes were made.

## **HUMAN RESOURCES SUPPORT**

The Management of Health and Safety at Work Regulations 1999, Reg 7 requires every employer to appoint one or more competent persons to provide advice and guidance on matters of health and safety.

## **EMPLOYER PENSIONS DISCRETIONS**

The full attachments are only being sent to members of the Staffing Committee. They consist of Discretions Policy Guidance, the LGPS Discretions List and a Discretions template. Each may be viewed at [yourpension.org.uk/Dorset/Employers/Employer-Forms.aspx](http://yourpension.org.uk/Dorset/Employers/Employer-Forms.aspx) under “Employers Information and Forms.”