

PORTLAND TOWN COUNCIL

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29th August 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 **TUESDAY, 5TH SEPTEMBER 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. **Chairman's Welcome**
2. **Apologies for Absence** – to receive
3. **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
4. **Minutes of the Staffing Committee, 7th June 2017** – to agree and sign
5. **Minute Update and Matters Arising** – to consider (see attached)
6. **Staff Pension** – to consider the application following further advice received (see confidential attachments)
7. **Assistant Clerk** – to consider:-
 - a) contract of employment and job description (confidential attachment)
 - b) CiLCA training conditions
 - c) location of interviews
8. **Appraisals** – to receive verbal reports from the Chairman and Clerk
9. **Office Cleaning Contract** – to receive a report from the Clerk (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 (October, January 2018?)

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY, 7TH JUNE 2017
AT THE COUNCIL OFFICES, EASTON STREET

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

IN ATTENDANCE: Ian Looker (Town Clerk) and Councillor Sue Cocking

16 – ELECTION OF CHAIRMAN

RESOLVED – that Cllr. Draper be elected Chairman of the Committee for 2017/18.

17 – CHAIRMAN’S WELCOME

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

18 – APOLOGIES FOR ABSENCE

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

19 – DECLARATIONS OF INTEREST

There were none.

20 – MINUTES OF THE MEETING HELD ON 11TH APRIL 2017

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

21 – MATTERS ARISING FROM THE MINUTES

There was no comment.

22 – HEARING RECOMMENDATIONS

The Clerk had received no reply from DAPTC to date to the query about procedures.

23 – STAFF PENSION

RESOLVED – (1) that Cllr. Draper would write to the County to request an extension of the deadline or that an agreement when reached be backdated and, (2) that advice be sought from NALC on appointment procedures.

24 – STAFF REVIEW

The Committee considered recommendations from the review, which fell within its remit.

The members wondered if training in conducting appraisals was available from any of the local Council providers.

It was recognised that the job descriptions of the Clerk and Admin. Assistant needed to be reviewed.

The Clerk was asked to provide a list of policies not yet in place for the next meeting.

RECOMMENDED – that the Council appoint an Assistant Clerk on LC1 (SCP 18 – 22), initially for ten hours per week.

25 – DATE OF NEXT MEETING

It was agreed that the Committee would not hold a meeting in July. Beyond that a date has not yet been agreed.

The meeting ended at 12.50 pm.

Chair Date

MINUTE UPDATE

a) Minute 22 – Hearing Recommendations

The staff are now substantially reassured regarding the implementation of the recommendations.

b) Minute 24, para 4 – Council Policies

The list of outstanding policies has not been updated yet.

c) Minute 24, para 5 – Assistant Clerk

Council accepted the Committee's recommendation at its last meeting. See also Agenda Item 7.