

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