

## **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 .....