

Minutes of the STAFFING COMMITTEE held on Monday 21st May 2018, at 2.45pm in the COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE, GU35 0BS.

Members Present: Cllr M Davison, Cllr Miss S Pond (Vice Chairman) and Cllr Mrs L Webber (Chairman).

In attendance: Mrs Andrea Mann, Town Clerk & Minute taker for this meeting.

Item

4.042 APOLOGIES – Cllr A Carew.

4.043 CHAIRMAN’S ANNOUNCEMENTS

The Chairman reported that all staff appraisals had been carried out.

4.044 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 22nd January were agreed and signed by the Chairman.

(Proposed by Cllr M Davison, seconded by Cllr Miss S Pond, ALL Members AGREED).

4.045 STAFFING COMMITTEE WORK SCHEDULE

The revised Staffing Committee was discussed and NOTED as per Appendix A.

4.046 EXEMPT SESSION

Pursuant to paragraph 1 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it was likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public are present during that item there would be disclosure to them of exempt information relating to an individual.

RESOLVED

(Proposed by Cllr Mrs L Webber, seconded by Cllr M Davison, ALL Members AGREED).

4.047 2017/18 APPRAISALS AND 2018 SALARY AWARDS

REFER TO EXEMPT MINUTES

4.048 RECRUITMENT

REFER TO EXEMPT MINUTES

4.049 DATE OF NEXT MEETING

To be agreed.

There being no further business the meeting closed at 3.40pm. During the course of the meeting there were 0 members of the public and 0 members of the Press present.

Signed.....
Chairman

Date.....

STAFFING SUB-COMMITTEE SCHEDULE 2018/19

Jan 2018 to Feb 2019

	REVIEWED	REVIEW DUE	RESPONSIBILITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Elect Chairman & Vice Chairman									X								
Review terms of reference	May '17	May '18	Committee						X								
Review staffing structure	Jan '18	Ongoing	Committee & report to Council	XV		XV				X			X			X	
Review staffing budget	Jan '18	Ongoing	Committee	XV		XV				X			X			X	
Recommend staffing budget through APG	Dec '17	Oct '18	Committee & APG										X				
Carry out Town Clerk appraisal	May '17	May '18	Committee				XV										
Town Clerk – half yearly review mtg			Committee Members										X				
Carry out other employee appraisals	May '17	May '18	Town Clerk & Deputy				XV										
Employee half yearly review mtgs			Committee members										X				
Report & review all appraisals			Committee					XV									
Confidentially minute salaries	Dec '17	Dec '18	Committee														
Review Training Needs Analysis TNA	Jan '18	Ongoing	Committee	XV			X			X			X			X	
Review Staff Handbook	Due		Committee	X													
Salary instructions			Town Clerk	XV	XV	XV	XV	XV	X	X	X	X	X	X	X	X	X