

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 3 FEBRUARY 2011**

*	Councillor Poulter – Chairman
0	Councillor Connolly – Vice Chairman
0	Councillor PMA Rivers
*	Councillor Pinches
0	Councillor Cosser (<i>ex officio</i>)

* Present # Absent & No Apology Received 0 Apology for Absence L Late

327. MINUTES

The Minutes of the Meeting held on 23 September 2010 were signed by the Chairman as a correct record.

328. APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Councillor Wilson was approved as a substitute for Councillor Connolly and Council Barnes was approved as a substitute for Councillor Rivers.

329. DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

Members declared no Personal or Prejudicial Interest in relation to any item on the agenda for this meeting, which is required to be disclosed by Local Authorities (Model Code of Conduct) Order 2007 No.1159.

330. WORK PROGRAMME

Members noted the work programme (copy attached to record minutes).

331. INDUCTION PROGRAMME FOR FACILITIES & CEMETERIES MANAGER/DEPUTY TOWN CLERK

Members noted that the new Facilities & Cemeteries Manager/Deputy Town Clerk would commence employment with the Town Council on 14 February. Members approved a draft induction programme for that officer.

332. UPDATE ON 2010 APPRAISALS

The Town Clerk updated Members on the progress of 2010 appraisals and reported that one appraisal had yet to be carried out – the delay arising because of staff sickness.

333. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 9 June 2011 at 6.30 pm in the Council Chamber.

334. ANNOUNCEMENTS

There were no announcements.

THE COMMITTEE RESOLVED TO EXCLUDE THE PUBLIC AND PRESS FROM THE MEETING AT THIS POINT PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM BY REASON OF

THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED IE. STAFFING MATTERS.

335. STAFFING MATTERS

Members received a confidential oral report from the Town Clerk. Members agreed that the Town Clerk should work, with the new Facilities & Cemeteries Manager/Deputy Town Clerk, on the feasibility/desirability of separating out the day-to-day management of the Pepperpot from the Facilities & Cemeteries Manager's post.