

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 8 SEPTEMBER 2011**

- * Councillor Poulter – Chairman
- * Councillor Robinson – Vice Chairman
- * Councillor C Gordon-Smith
- * Councillor Williams
- * Councillor T Martin (*ex officio*)

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

146. MINUTES

The Minutes of the Meeting held on 9 June 2011 were signed by the Chairman as a correct record.

147. 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.

148. WORK PROGRAMME

Members noted the work programme and considered progress against the tasks set out. Review of the Health & Safety Policy was added as a task and the amended work programme is attached.

149. JOB DESCRIPTIONS

Members reviewed the current Job Descriptions. The following amendments to the Town Clerk's Job Description were agreed:

That the following be added as the second in the list of Duties and Key Responsibilities: "To offer strategic advice to the Town Council as required."

That under Qualification of the Person Specification the final sentence be amended to read: "If an individual has not achieved CiLCA before being appointed to the post then that individual will be expected to achieve CiLCA within a reasonable and agreed timetable following recruitment and assistance will be offered."

It was further agreed that the following words be deleted from the Facilities & Cemeteries Manager's Job Description: "To attend on Rogation Sunday and assist the Town Clerk in the smooth running of the "Beating of the Bounds" procession."

Those amended Job Descriptions are attached to the record minutes.

It was further agreed that the Job Descriptions for the Finance Officer and the Mayor's Secretary/Personal Assistant to Town Clerk should be reviewed as part of the appraisal process and be represented to this sub-committee at a future date.

150. EQUAL OPPORTUNITIES STATEMENT

Members reviewed the current Equal Opportunities Statement and a number of amendments were agreed for recommendation to the Policy & Management Committee and from there to Full Council (note that the amended Statement is attached to the record minutes that relate to the Full Council meeting on 22 September 2011).

151. GRIEVANCE PROCEDURES

Members deferred review of the current Grievance Procedure to the next meeting of the sub-committee. However, noting that their request to review this procedure was with a view to addressing the issue of bullying and harassment, Members considered a draft Bullying & Harassment Policy. A number of amendments to the draft policy were agreed and subject to those amendments the Bullying & Harassment Policy was agreed and recommended to the Policy & Management Committee for adoption by Full Council (note that the Policy is attached to the record minutes that relate to the Full Council meeting on 22 September 2011).

152. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 2 February 2012 at 6.30 pm in the Council Chamber.

153. 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.

154. STAFFING MATTERS

Members received a confidential oral report from the Town Clerk.