

**MINUTES AND REPORT OF THE STAFFING SUB COMMITTEE
HELD ON THE 1 DECEMBER 2016**

* Councillor Walden – Chairman
* Councillor A Bott – Vice Chairman
0 Councillor Poulter
* Councillor Williams
* Councillor Reynolds (*ex officio*)

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

381. MINUTES

The Minutes of the Meeting held on 3 October 2016 were signed by the Chairman as a correct record.

382. APOLOGIES FOR ABSENCE

Apologies for absence were received and recorded as above.

383. DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

Councillor Walden declared a non-pecuniary interest in Agenda Item 9 on the grounds that she was referenced in the reports to be received at that item. Councillor Walden remained in the Chamber and in the Chair while that item was discussed.

Councillor Bott declared a non-pecuniary interest in Agenda Item 9 on the grounds that she was referenced in the reports to be received at that item and on the grounds that HR Services Partnership Ltd were recommended by SSALC her employer. Councillor Bott remained in the Chamber that while that item was discussed.

Councillor Reynolds declared a non-pecuniary interest in Agenda Item 9 on the grounds that he was referenced in the reports to be received at that item. Councillor Reynolds left the Chamber while that item was discussed.

Councillor Williams declared a non-pecuniary interest in Agenda Item 9 on the grounds that he was referenced in the reports to be received at that item. Councillor Williams remained in the Chamber while that item was discussed.

384. WORK PROGRAMME

Members considered the Sub Committee's work programme and added no new items.

385. STAFF ABSENCES

Members considered a summary report of staff absences in accordance with Standing Order 146 and noted no cause for concern.

386. STAFF TRAINING

Members considered a request from a staff member for specific training and agreed the individual could undertake a taster module of the University of Gloucester's Community Governance course.

Members specified that the module to be undertaken should be community governance at a cost of £600. £300 to be met from the staff training budget for this current year and £300 from the same budget in 2017/18. Members further agreed that if (and only if) the training required membership of the Society of Local Council Clerks (SLCC) then the individual's subscription of £250 to the SLCC could be met from the training budget in 2017/18.

Members asked to be able to review the subscriptions budget at the next meeting of the Sub Committee.

387. DATE OF NEXT MEETING

The next meeting of the Staffing Sub Committee is scheduled to be held on Thursday, 9 February 2017 at 7.00 pm in the Council Chamber.

388. 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.

389. STAFFING MATTERS

Before leaving the Chamber the Town Clerk tabled an update showing expenditure on HR Services Partnership Limited to date. The information is shown below:

	£	£	
Budget	3,000.00		Min ref 57-16
	2,000.00		Min ref 332-16 (delegated authority)
	4,500.00		Min ref 332-16
	<u>4,000.00</u>		Min ref 332-16 (contingency)
	13,500.00		
Expenditure		2,275.00	35 Prepaid hours
		39.60	Travel Expenses
		58.00	Professional Fees
		18.45	Travel Expenses
		<u>4,615.00</u>	71 Prepaid hours
		7,006.05	
Difference as at 1 Dec		6,493.95	

Members noted that £8,500 of the budget is unfunded. That is to say that Members have made no decision about where the money is coming from. Acting as RFO the Town Clerk suggested that she would deal with that as part of the revised estimate process for the current year.

Members received a confidential oral update from the Chairman of the Staffing Sub-Committee who tabled a report with recommendations from HR Services Partnership Ltd. Members agreed that those recommendations should be made to the Policy & Management Committee.