



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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+Minutes of the Staffing Committee Meeting Held 10am on 11th March 2022
at Town Hall, High St, Haslemere GU27 2HG

Chairman	Cllr M. Odell*
Vice-Chairman	Cllr P. Nicholson*
Councillors	Arrick, Dullaway*, Matthes*

*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

1/22 APOLOGIES FOR ABSENCE

Cllr Arrick has a work commitment.

2/22 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

None declared.

3/22 MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meeting held 3rd December 2021 are approved and signed by the Chairman.

4/22 HR SERVICES AND REVIEW OF CONTRACTS

The Clerk has been issued with a new, draft contract by HR Services. This was circulated before the meeting. The staff do not need to be formally consulted as there are no significant changes to terms, the contracts have simply been updated to bring them in line with current legislation. It would be good practice to give them 4 weeks to sign and return them. The Clerk reported that she would like to amend the contracts of herself and the Deputy Town Clerk to state that their salaries are reviewed annually, rather than automatically progressing up a set pay scale.

RESOLVED: That the Clerk is instructed to issue all staff members with the updated contracts of employment. The contracts of the Town Clerk and the Deputy Town Clerk to be amended to state that their salaries are reviewed annually, rather than automatically progressing up a set pay scale

5/22 EXCLUSION OF THE PUBLIC

RESOLVED: "That in accordance with the provisions of section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

6/22 REVIEW OF JOB DESCRIPTIONS

The Chairman reported that all JDs had been reviewed. The Town Clerk's had no significant changes, Jo's updated to reflect the more website / social media work she has been doing. Pippa's updated to include the clerking of the CIL committee and some small corrections. The Town Clerk reported that Jo would like to change her job title from Mayor's Secretary and Office Administrator to Support Services Executive. This was discussed by the committee.

RESOLVED Job descriptions, as reviewed are adopted. The Mayor's Secretary and Office Administrator job title to be changed to Support Services Officer.

7/22 STAFFING UPDATE – PROJECT AND OPEN SPACES OFFICER

The Chairman and Town Clerk gave an update on the progress of the Projects and Amenities Officer.

RESOLVED That the Chairman of Staffing and Town Clerk are authorised to conduct the PAO's probation meeting, before his probation ends in April and are delegated to make a decision on his permanent employment.

8/22 STAFF APPRAISALS

Cllr Odell reported that the staff appraisals had taken place on 7th Marc, PAO didn't receive an appraisal as he is still on probation. She thanked all of the staff for their continued hard work, especially during another difficult year. Individual staff appraisals were discussed by the committee.

Cllr Dullaway asked that a couple of objectives be added to the Town Clerk's list: Preparation for Handover to new Council – this to include ongoing projects which span the Council terms, induction training and a document stating how Councillors are expected to conduct themselves. The Town Clerk suggested that councillors should be asked to sign this document to agree to its terms. Cllr Dullaway offered to put some words together. The Town Clerk said that significant governance documents such as Standing Orders and Financial Regulations should also be reviewed and strengthened as necessary.

RESOLVED:

That the Town Clerk is awarded 2 pay points to point to point 46 on the National Salary Award Scheme. The additional award due to continually going above and beyond what is expected over the last 2 years in supporting the Council, staff and residents of Haslemere.

Deputy Town Clerk is awarded one pay point to point 30 on the National Salary Award Scheme for seeing through the adoption of the Neighbourhood Plan and taking on the clerking of CIL committee.

Support Services Officer is awarded three pay points to point 14 in the National Salary Award Scheme as a reflection of her excellent support of the Mayor and residents through the Covid pandemic and increased responsibilities in her role since she started at the Town Council.

There is a possibility that these awards will cause staffing costs for 2022-23 to go over the budget agreed at Full Council in January. Where this is the case they are to be funded from: £1000 underspend on staffing from this year, £3950 from the discontinued Pocket Park project then Council reserves.

Meeting finished 10.50 am

Signed _____

Date _____

Chair of Staffing