



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Staffing Committee Meeting Held 11am on 3rd December
2021
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

11/21 APOLOGIES FOR ABSENCE

All committee present.

12/21 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

None declared.

13/21 MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meeting held 13th August 2021 are approved and signed by the Chairman.

14/21 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.

15/21 STAFFING UPDATE

The Town Clerk gave a general update on the work of the town hall officers. It was agreed that formal staff appraisals will be conducted, as usual, in March between the Clerk, Chair of Staffing and Mayor. There will be another staffing meeting in March to confirm these and any pay awards etc.

The Town Clerk particularly highlighted the amount of time that a recent FoI request has taken herself and the Deputy Town Clerk. Upwards of 10 working days. Other work has been slipping as a result.

She reported that in the light of the recent email from a town councillor, which seemed to question her integrity, she wanted to state for the record that in all the time she has worked for the Town Council she has been scrupulously professional and impartial all her actions and has never until now had this called into question. Given that it has been, she is seeking Staffing Committee's guidance and sign off on how she deals with the current FoI, and those going forward, as she is not prepared to leave herself open to criticism.

In terms of how to handle the request, especially the redaction of individuals' personal data she has received conflicting advice. She suggested that the Council's DPO's advice is followed with any person who is not a HTC councillor or officer is redacted, in terms of email addresses leaving just domain names. The requestor can challenge this via the ICO if they wish.

The Committee agreed that the email to the Clerk was unacceptable and asked the Chairman to write to him.

The Committee **RESOLVED**:

To note the amount of time that the FoI request has taken and acknowledge that other planned work has slipped as a result.

That for future FoI requests, the Town Clerk is authorised to instruct external service to conduct the work should that be necessary.

The Town Clerk will, as already pledged, document the process for handling FoI requests.

All personal data in emails to be redacted, except for HTC councillors and officers.

Any email marked confidential, either in the subject, flag or email disclaimer is still to be included unless it contains confidential legal, commercial or medical information or personal information regarding an individual which is not in the public domain.

The Clerk thanked the Staffing Committee for their continuing support to the Town Hall officers.

16/21 HR SERVICES AND REVIEW OF CONTRACTS

The Town Clerk reported that the staff contracts are out of date and need review. She and the Chair of Staffing have agreed (under delegated authority) to purchase 5 hours of HR services time @ £73 p.h.to conduct the review and also to give other HR support as necessary.

17/21 REVIEW OF JOB DESCRIPTIONS

RESOLVED: That the Town Clerk works with the town hall officers to review job descriptions in time for submission to March Council, given that January is now unrealistic due to the amount of time spent on the FoI request.

18/21 STAFF PARKING

The Chairman reported that she and the Clerk are concerned about staff walking in the dark down an unlit road to the allotments to park.

RESOLVED: That three town hall officers other than the Clerk (who is given an annual pass by Waverley) are provided with a monthly car park ticket for the months of November to March – this to be added to the budget for next year. For this year passes will be bought from now until the end of March from general reserves.

Meeting finished 11.50 am

Signed _____

Date _____

Chair of Staffing