



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG  
01428 654305 / [clerk.htc@haslemere.com](mailto:clerk.htc@haslemere.com)

## Minutes of the Staffing Committee Meeting Held 6.15pm Monday 6<sup>th</sup> March 2023 at Town Hall, High St, Haslemere GU27 2HG

<b>Chairman</b>	Cllr M. Odell*
<b>Vice-Chairman</b>	Cllr P. Nicholson*
<b>Councillors</b>	Arrick, Dullaway, Matthes*

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

### **16/22      APOLOGIES FOR ABSENCE**

**RESOLVED:** That the following apologies are accepted - Cllr Dullaway on holiday, Cllr Arrick unable to join on evening.

### **17/22      DISCLOSURE OF INTERESTS**

None disclosed.

### **18/22      MINUTES OF THE LAST MEETING**

**RESOLVED:** The minutes of the meeting held 4<sup>th</sup> November 2022 were approved and signed by the Chairman as a true record.

### **19/22      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.

### **20/22      STAFF APPRAISALS**

The Chairman talked the committee through the appraisal process and the objectives set for the year were discussed. The committee agreed that the Council is incredibly lucky to have an excellent set of staff who go the extra mile, and not always under easy circumstances. The Council's thanks to all of them for the work they do was asked to be minuted and the Town Clerk will give them individual feedback from this meeting.

In addition, the value in having an experienced Town Clerk who the Mayor and councillors can rely on for advice was also noted. The Chairman stated that the Clerk is the second citizen of Haslemere, after the Mayor, and asked for that to be noted in the minutes as not all councillors appear to know this.

The Chairman advised the committee that she and the Mayor were both in favour of recruiting an additional member of administrative staff to support the office. All of the current officers are working flat out and still there is time consuming administrative work which cannot always be fitted in to the hours they work. In particular Jo crams an amazing amount in to 18 hours per week but needs some additional help.

The Town Clerk has prepared a job description for the new staff member which the committee agreed.

**RESOLVED:**

- I. That the staff appraisals for 2022-23, including individual staff objectives are agreed.
- II. That the Town Clerk, in conjunction with the Chair of Staffing, is authorised to recruit a part time Office Administrator for 12 hours per week. It is intended that this person would work on a Tuesday and Friday at times as agreed with the Clerk. Jo's working days to change to Monday, Wednesday and Thursday, something which she has agreed in principle but would require a change to her contract. The Clerk costed the new staff member on NJC point 7, the full cost of which (including employer NI, pension etc) equates to approximately £7.5k per annum. This will be paid in the first year from Council underspends in 2022-23 and Staff costs EMR with a small amount of reserves to be used if necessary. This staff member's hours to be reviewed towards to end of the year and budgeted for in subsequent years.
- III. Standing Orders are strengthened to make it compulsory for all Members to attend Induction and Code of Conduct, training, Committee chairs to attend chairmanship training and Planning and Highways Committee members to attend Planning training.

**Meeting finished 18:45 pm**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Chair of Staffing**