



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Staffing Committee Meeting Held 11am on Friday 8th September 2023 at Town Hall, High St, Haslemere GU27 2HG

Chairman	Cllr J. Arrick*
Vice-Chairman	Cllr J. Keen*
Councillors	Bayliss*, Carroll*, Carter*, Nicholson*

*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

19/23 APOLOGIES FOR ABSENCE

All present

20/23 DECLARATION OF INTERESTS

None disclosed.

21/23 MINUTES OF THE LAST MEETING

The minutes of the meeting held 23rd June 2023 that were approved at Full Council in July were signed by the Chairman as a true record.

22/23 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.

23/23 STAFF APPRAISALS

All Councillors had previously been provided with copies of the draft staff appraisals. The Chairman explained the process that had been gone through and a quick review of the appraisals was conducted, with no issues or changes being raised.

It was noted that all of the town hall staff had achieved a great amount in the time since their last appraisals in April and that this will be communicated to the next Full Council by Cllr Keen.

Cllr Bayliss noted that the topic of staffing in other councils, who appeared to have more staff, had been raised at a previous meeting. The Town Clerk gave some explanations for the differences in staffing levels, and agreed that HTC staffing must keep pace with any additional services taken on. It was also noted that the Office Administrator should be given more hours when appropriate, perhaps within the next year, due to objectives she has been set around community and youth engagement.

RESOLVED:

- i. That the committee acknowledges that staff salaries will automatically increase in line with the 2023 NJC salary review.
- ii. That Deputy Town Clerk takes over line management responsibility for Martin Wellen with immediate effect, Town Clerk to arrange a suitable handover.

- iii. That Deputy Town Clerk Pippa Auger receives a 1 pay point increase to Point 31 from 1 April 2024 in acknowledgement of the additional responsibility she has taken on.
- iv. All other staff to remain on their current pay scale for the year 1 April 2024-31 March 2025 as follows: Lisa O'Sullivan (f/t Point 46), Martin Wellen (30hrs, Point 19), Jo Cork (18hrs, Point 14), Jo Burns (12hrs, Point 9).

Meeting finished 12.05

Signed 
Chair of Staffing

Date 22/3/2024