



# HASLEMERE TOWN COUNCIL

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Minutes of the Staffing Committee Meeting Held 10.30am on Friday 23<sup>rd</sup> June 2023  
at Town Hall, High St, Haslemere GU27 2HG

<b>Chairman</b>	Cllr J. Arrick*
<b>Vice-Chairman</b>	Cllr J. Keen*
<b>Councillors</b>	Bayliss*, Carroll, Carter*, Nicholson*

\*- present

The meeting was clerked by Town Clerk Lisa O'Sullivan

## **12/23      APOLOGIES FOR ABSENCE**

Cllr Carroll was unable to attend due to work commitments.

## **13/23      DECLARATION OF INTERESTS**

None disclosed.

## **14/23      ELECTION OF CHAIRMAN**

Cllr Carter nominated Cllr Arrick. The nomination was seconded by Cllr Bayliss. No other nomination was received.

**RESOLVED:** That Cllr Jean Arrick is elected Chairman of Staffing for the Council term 2023-27.

## **15/23      ELECTION OF VICE-CHAIRMAN**

Cllr Nicholson nominated Cllr Keen. The nomination was seconded by Cllr Bayliss. No other nomination was received.

**RESOLVED:** That Cllr Jacquie Keen is elected Vice-Chairman of Staffing for the Council term 2023-27.

## **16/23      MINUTES OF THE LAST MEETING**

**RESOLVED:** The minutes of the meeting held 19<sup>th</sup> April 2023 were approved and signed by the Chairman as a true record.

## **17/23      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.

## **18/23      STAFFING UPDATE**

The Town Clerk gave an overview to the committee of each Town Hall officer and their role. She explained the day-to-day management, appraisal and review processes that are in place. The new office administrator is currently on probation.

**RESOLVED:**

- i. That the Chair of Staffing and Town Clerk will conduct the end of probation review on 4<sup>th</sup> August at 10.30am and are delegated to confirm permanent employment.

- ii. Staff appraisals will take place at the start of September and a further Staffing committee meeting will be held after that to discuss any pay rise recommendations for the forthcoming budget round.
- iii. Chair of Staffing to hold a regular 1-2-1 with the Clerk (every other month).

The Town Clerk also raised the issue of the number of evening meetings increasing for officers. The number she is asked to do is probably more than double those when she was first employed. It was suggested that some short evening meetings could be held back to back. Town Clerk to investigate.

**Meeting finished 11:25 am**

**Signed** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Chair of Staffing**