



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
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Minutes of the Staffing Committee Meeting Held 10am on Friday 10th January 2025
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

1/25 APOLOGIES FOR ABSENCE

Cllr Carroll did not attend and did not send apologies.

2/25 DECLARATION OF INTERESTS

None disclosed.

3/25 MINUTES OF THE LAST MEETING

The minutes of the meeting held 6th September 2024 were approved as a true record and signed by the Chairman.

4/25 REVIEW OF STAFFING POLICIES

RESOLVED: That the revised staffing policies as appended to the Agenda are adopted.

The Clerk reported that a lot of work needs to be done in relation to sexual harassment, she is working on the policy and risk assessment and provide staff and councillor training as appropriate.

5/25 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.

Cllr Bayliss arrived at 10.15

6/25 STAFF RESIGNATIONS AND RECRUITMENT OF REPLACEMENTS

The Clerk ran through the process of recruiting a replacement for the PAO who is retiring. It is essential that the key elements of the role, outside inspections, allotment management, maintenance and repair work, testing are covered as soon as possible. It is also desirable to have someone with good IT skills, but this is secondary to the main role. It was agreed that the recruitment of the new PAO should take place according to the timescales the Clerk had set out in her note. Recruitment of the new office administrator will take place after the new PAO has passed their initial probation, to ensure that the correct office support is identified.

Cllr Bayliss suggested that the role might be suitable for an ex-service person. The Clerk agreed to see if there was an organisation she could contact.

RESOLVED:

- i. The Clerk is authorised to advertise the PAO role as per the advert previously circulated.
- ii. Costs of advertising will come from any underspends in the Staffing budget for 2024-25 then from general reserves. The Clerk thought this would cost no more than £450.
- iii. Interviews will take place w/c 10 Feb to be conducted by the Chair of Staffing and Town Clerk. Cllr Keen, as deputy chairman, may attend a meet and greet with the candidates.
- iv. After the interviews, the Town Clerk and Chair of Staffing are delegated to make an offer of employment to the successful candidate on the SCP11 scale, with the flexibility to increase this by one point for the right candidate.
- v. Any overspend on the PAO budget line, caused by the overlap of employment between the outgoing and incoming, to come from general reserve as there will be an underspend in the staffing budget in 2025-26 which will cover this.

Meeting finished 10.30am

Signed _____
Chair of Staffing

Date _____