



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / clerk.htc@haslemere.com

Minutes of the Staffing Committee Meeting Held 9.30am on Friday 21st June 2024
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

7/24 APOLOGIES FOR ABSENCE

Cllrs Carter and Carroll were unwell.

8/24 DECLARATION OF INTERESTS

None disclosed.

9/24 MINUTES OF THE LAST MEETING

The minutes of the meeting held 22nd March 2024 that were approved and signed by the Chairman.

10/24 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.

11/24 STAFF ATTENDANCE AT MEETINGS / OUTSIDE EVENTS

The Town Clerk reported that officers are doing a reasonable amount of out of hours working and that it has been suggested that HTC, in line with other local councils, allows for a flat rate of overtime to be paid to all staff. This might be around 10 hours per year.

RESOLVED: That the Town Clerk is authorised to pay overtime to staff at a rate of £15 per hour, or such sum as agreed by the Staffing committee, for events outside normal working hours which are not committee meetings.

12/24 OUTSOURCING REDACTION FOR FOI REQUESTS

The committee acknowledged the time and strain that dealing with FoI requests places on officers. It was noted that the Town Clerk would still need to oversee the work done but that outsourcing a large amount of the work would be beneficial. The Clerk also noted that the external company identified would advise at a very early stage as to whether the FoI actually had to be completed.

RESOLVED: That when the next FoI request is received, the Town Clerk is authorised to engage Satswana for help with the response, to include review and response to the request and any redaction that is required. Current cost being £25 per hour plus VAT to come from the Professional Services EMR. The Town Clerk will report back to the committee on the success of that engagement and make a

recommendation as to whether Satswana should be the council's preferred supplier in this respect.

13/24 REVIEW COUNCIL COMMITTEE MEETINGS

With the implementation of some new committees over the past few years, the structure has become admin heavy for the officers, and meant additional evening meetings for them and councillors to attend. It has become apparent that there is some duplication of effort across committees / areas where it might be sensible for committees to combine.

RECOMMENDED: That the new committee structure as circulated at Appendix 2 to the Agenda is adopted by Full Council in July. Main points:

- Amenities and CiL committees to be combined to one committee.
- Small Grants committee disbanded and
 - Green Grant applications to be considered by CBEC committee
 - Small grants capped at £1000 per application
 - Decisions on small grant applications up to £500 are delegated to Mayor and Town Clerk (this is currently delegated to Chair of Grants and Town Clerk), grants £500 - £1000 to be considered by the Finance and Governance committee.
 - No change to Staffing and Planning and Highways committees.

14/24 STAFF UPDATE

A recruitment process will need to be run next year if the current Projects and Amenities officer decides to retire.

Money is to be put into next year's budget so that Jo Burns can study for her CiLCA.

Meeting finished 10.05am

Signed _____
Chair of Staffing

Date _____