



# 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 22<sup>nd</sup> March 2024 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

## **1/24 APOLOGIES FOR ABSENCE**

None received. Cllr Carroll did not attend.

## **2/24 DECLARATION OF INTERESTS**

None disclosed.

## **3/24 MINUTES OF THE LAST MEETING**

The minutes of the meeting held 8th September 2023 that were approved by Full Council in September 2023, were signed by the Chairman.

## **4/24 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.

## **5/24 COUNCIL HR SUPPORT**

The Clerk gave an overview of the service that Worknest HR had provided in the past. It was felt that there was not sufficient need for HR support to commit significant council revenue to an annual contract. Also, given that some of the pre-paid support expired as it was unused, the committee is cautious about buying support up front. The Clerk mentioned that she had obtained details of two other companies who provide support to councils locally and was asked to approach them to find their hourly rate.

**RESOLVED:** That the committee would prefer buy HR support on an ad hoc basis as required. Town Clerk is to obtain two more quotes. Chair of Staffing and Town Clerk are delegated to make a recommendation to council to buy a small number of hours for future use. The Clerk is to ensure that a small HR budget is put into the budget 2025 onwards.

## **6/24 STAFF UPDATE**

The Town Clerk gave a general staffing update to the committee.

It was agreed that the Council needs to formalise a plan to meet the aspirations in the Council's strategy. The town hall staff need to be given proper direction and support in that respect. Town Councillors who had ideas to put into the strategy should now be formalising any projects they are sponsoring. Cllrs Keen and Carter will consider the youth council provision. An idea about a local park and ride scheme will also be put up for discussion. The Clerk reported that once the new Mayor has been elected, a meeting would be held to kick start the council's plan of works.

### **RESOLVED:**

1. That Jo Burns increase of an additional two days per month from 1 April is agreed, this was provided for in the 2024-25 budget.
2. That the Mayor's induction pack be updated to include:
  - a. Compulsory chairmanship training
  - b. The offer of a mentor – to be an experienced councillor
  - c. Clear direction on what the role entails

**Meeting finished 11.55am**

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

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