



HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey GU27 2HG
01428 654305 / town.clerk@haslemeretc.org

14th June 2024

To all Members of Staffing Committee

Chairman	Cllr J Arrick
Deputy Chair	Cllr J Keen
Councillors	Bayliss, Carroll, Carter, Nicholson

I give notice that a meeting of Staffing Committee will be held Friday 21 June 2024 at 9.30 am in the Council Chamber, Town Hall, High St, Haslemere and you are hereby summoned to attend such meeting.

Yours sincerely,

Mrs Lisa O'Sullivan
Town Clerk

AGENDA

1) APOLOGIES FOR ABSENCE

To receive apologies for absence.

2) DECLARATION OF INTERESTS

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Haslemere Town Council Code of Conduct and the Localism Act 2011.

3) MINUTES OF THE LAST MEETING

The minutes of the meeting held 22nd March 2024 were noted by Full Council in May 2024, Chairman to sign.

APPENDIX 1

4) EXCLUSION OF THE PUBLIC

RECOMMENDED: "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) STAFF ATTENDANCE AT MEETINGS / EVENTS OUT OF HOURS

Town Clerk to report. The committee to consider the payment of overtime for certain council events where staff work outside normal hours. It is suggested that a flat rate of overtime is paid to all staff. On current experience this would not be more than around 10 hours per year, it should be noted that three staff members have indicated that they would currently prefer to continue to take time off in lieu.

RECOMMENDED: That the Town Clerk is authorised to pay overtime to staff at a rate of £15 per hour for events outside normal working hours which are not Council committee meetings.

6) OUTSOURCING REDACTION FOR FOI REQUESTS

The Town Clerk has been in discussions with external organisations which can help with the response to Freedom of Information requested. She has obtained quotes from £25 per hour to £85 per hour.

RECOMMENDED: 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. 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.

7) REVIEW NUMBER AND TIMES OF COUNCIL COMMITTEE MEETINGS

APPENDIX 2

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. It has become apparent that there is some duplication of effort across committees / areas where it might be sensible for committees to combine. The Clerk and Deputy Clerk have put forward a draft solution as a conversation starter (see appendix). The committee will discuss taking a recommendation to July full council.

8) STAFF UPDATE

To receive a general update on staffing from the Town Clerk / receive feedback from councillors.

**** End of Agenda ****