

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of a meeting of the Staffing Committee held on **Monday 3rd July, 2006**, in the Council Chamber, Town Hall, Marlborough at 7.25 p.m.

PRESENT	Councillor G. Francis Councillor B. Castle Councillor Mrs P. Dow Councillor Mrs C.V. Jackson Councillor M. Curtis Councillor D. Parker Councillor A. Ross	Chairman Mayor
ALSO PRESENT	Mrs. P. Dobson Mrs S. Fry	Town Clerk Office Manager

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

115/06 **APOLOGIES**

There were no apologies for absence.

116/06 **DECLARATION(S) OF INTEREST**

There were no Declaration(s) of Interest.

117/06 **CHAIRMAN'S ANNOUNCEMENTS**

a) As per attached sheet.

118/06 **ELECTION OF VICE CHAIRMAN OF STAFFING COMMITTEE**

Proposed by Councillor Mrs P. Dow, seconded by Councillor D. Parker and –

RECOMMENDED: unanimously that Councillor M. Curtis be elected as Vice Chairman of the Staffing Committee for the year 2006/2007

119/06 **GENERAL EMPLOYMENT POLICY – DRAFT**

The Committee considered the draft General Employment Policy

Proposed by Councillor D. Parker, seconded by Councillor Mrs P. Dow and –

RECOMMENDED: Unanimously that the General Employment Policy be agreed in principle with amendments to standardise wording and to include the paragraph on Staff Handbook – (as per attached).

120/06

PROVISION OF STAFF HANDBOOK

Proposed by Councillor D. Parker, seconded by Councillor Mrs C.V. Jackson and –

RECOMMENDED: Unanimously that a loose leaf page Staff Handbook be produced and provided for each member of staff.

121/06

JOB DESCRIPTIONS

Proposed by Councillor D. Parker, seconded by Councillor Mrs C.V. Jackson and –

RECOMMENDED: Unanimously that the Committee agree in principle to the establishment of job descriptions where not already in place and the updating of those that are. The Terms and Conditions of Service for employees will be updated to comply with current legislation.

122/06

STAFF APPRAISALS

Proposed by Councillor B. Castle, seconded by Councillor Mrs P. Dow and –

RECOMMENDED: Unanimously that staff appraisals should be carried out annually to be completed by the 31st October each year. These to be conducted by the employees' Line Manager in each case as follows –

Chairman of Staffing	Mrs P. Dobson
Mrs P. Dobson	Mrs S. Fry and Mr. J. Ward
Mrs S. Fry	Mrs L. Chapman and Mr. A. Brown
Mr. J. Ward	Outside Staff

123/06

DISCIPLINE AND GRIEVANCE PROCEDURE

Proposed by Councillor D. Parker, seconded by Councillor B. Castle and –

RECOMMENDED: Unanimously that the Council adopt the proposed existing Discipline and Grievance Procedure subject to amendments to standardise wording (copy attached)

124/06

HARASSMENT AND BULLYING POLICY

Proposed by Councillor B. Castle, seconded by Councillor C. V. Jackson and –

RECOMMENDED: Unanimously that the Council adopt the Harassment and Bullying Policy as per copy attached.

The meeting closed at 8.15 p.m.

