

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on **Monday 18th September 2006**
in the **Council Chamber, Town Hall, Marlborough at 7.33pm.**

PRESENT Councillor M. Curtis Vice Chairman
Councillor B. Castle
Councillor Mrs P. Dow
Councillor Mrs C. Jackson

ALSO PRESENT Mrs Pam Dobson Town Clerk
Mrs Linda Chapman Civic Secretary

Councillor S. Dobson
Councillor Mrs E. M. Hannaford-Dobson

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.

222/06 **APOLOGIES**

Apologies for absence were received from Councillors G. Francis (Chairman), D. Parker and A. Ross.

223/06 **DECLARATION(S) OF INTEREST**

There were no Declaration(s) of Interest

224/06 **CHAIRMAN'S ANNOUNCEMENT**

Councillor M. Curtis stated that the Chairman Councillor G. Francis was away and therefore he would be chairing the meeting.

225/06 **THE EMPLOYMENT EQUALITY (AGE) REGULATION 2006**

The Town Clerk stated that Anti Age Discrimination Legislation comes into force on 1st October 2006.
This was noted by the Committee.

226/06 **EQUAL OPPORTUNITIES POLICY**

The Town Clerk had circulated a draft equal opportunities policy for consideration.

Following a discussion it was –

Proposed by Councillor Mrs P. Dow, seconded by Councillor Mrs C. Jackson and –

RECOMMENDED: unanimously that the Equal Opportunity Policy be adopted with the addition of the new Age Discrimination Act 2006

227/06

**NATIONAL JOINT COUNCIL (NJC) FOR LOCAL GOVERNMENT SERVICE
NATIONAL AGREEMENT ON PAY AND CONDITIONS OF SERVICE – GREEN
BOOK –**

The Chairman stated that he had looked at the Councils current Green Book, which is extremely out of date. A new up to date book is needed.

Following a discussion it was –

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

RECOMMENDED: unanimously that a new Green Book should be purchased.

228/06

UPDATE ON PROGRESS WITH STAFF APPRAISALS

The Town Clerk reported that staff appraisals had commenced in some cases descriptions would need updating. The Town Clerk added that the appraisals were not about criticizing staff but to try and find out what their needs and aspirations are, also to assess what training was required which would need to be included in next years budget.

This was noted.

Meeting Closed at 7.43pm