

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on **Monday 19th March, 2007** in the **Council Chamber, Town Hall, Marlborough at**

PRESENT	Councillor G. Francis	Chairman
	Councillor M. Curtis	Vice Chairman
	Councillor B. Castle	Town Mayor
	Councillor Mrs P. Dow	
	Councillor Mrs C. Jackson	

ALSO PRESENT	Mrs Pam Dobson	Town Clerk
	Mrs Sue Fry	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.

522/06 APOLOGIES

Apologies for absence were received from Councillors D. Parker and A. Ross.

523/06 DECLARATION(S) OF INTEREST

There were no Declaration(s) of Interest.

524/06 CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed members that a previous complaint that had been received regarding some issues in the Town Hall had been dealt with by the Town Clerk and himself.

PART 2

Proposed by Councillor G. Francis, seconded by Councillor Mrs P.Dow and –

RESOLVED: unanimously that the Public and Press be asked to leave the meeting due to the fact that matters of a legal and confidential nature were to be discussed.

525/06

MANAGEMENT OF THE TOWN HALL

The committee discussed the need to review the Council's requirements for the management of the Town Hall.

Proposed by Councillor G. Francis, seconded by Councillor B. Castle and –

RECOMMENDED: unanimously that a job description or descriptions be drawn up to take account of the needs of the Town Hall and that the Town Clerk should contact other local councils to enquire how they staff their public buildings.

526/06

DRAFT STAFF RECRUITMENT AND RETENTION POLICY –

The committee considered the adoption of a Staff Recruitment and Retention Policy.

Proposed by Councillor G. Francis, seconded by Councillor M. Curtis and –

RECOMMENDED: unanimously that the Staff Recruitment and Retention Policy be adopted.

527/06

TRAINING REQUIREMENTS

The committee received an update on training arranged for staff, gave consideration to a staff training period set aside each week to provide in house training and also the review of work schedules. The Town Clerk informed members that Mr. J. Ward would be attending an IOSH Managing Safety course in April and that Mrs Fry will attending a New Clerks Course at the end of March and that a "Working with your Council" pack has been order for Mrs Fry. Also that at least 3 members of staff should attend an intensive First Aid Course as soon as possible.

Proposed by Councillor G. Francis, seconded by Councillor Mrs P. Dow and –

RECOMMENDED: unanimously that 1 hour per week be set aside for staff training and the review of work schedules the best day for this to take place would be a Thursday from 8.30am to 9.30am as this is the only day that the Health and Safety Officer is in the office. The Chairman stated that he would like to be present at the first meeting.

The meeting closed at 8.30 pm