

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held **Monday 12th July 2010** in the **Council Chamber, Town Hall, Marlborough at 7.40pm.**

PRESENT	Councillor Mrs E Fogg Councillor A. Ross Councillor G Francis Councillor Mrs P. Dow Councillor G. Loosmore Councillor Mrs C Jackson	Chairman Town Mayor
ALSO PRESENT	Mr Liam Costello Mrs Linda Chapman Councillor Mrs M Rose	Town Clerk Civic Secretary Observing
	1 Member of the public	

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.

107/10 APOLOGIES

Apologies for absence were received from Councillor B Castle.

108/10 DECLARATION'S OF INTEREST

There were no Declaration(s) of Interest.

109/10 CHAIRMAN'S ANNOUNCEMENT

The Chairman stated that she would like to pay tribute to Councillor Francis for chairing this committee through a very difficult and stressful time and for his leadership during the process of making two major appointments viz that of Town Clerk and that of Head Gardener.

Councillor Francis thanked the Committee and Vice Chairman for their help during his term of office.

The Chairman felt it to be a very positive development that 2 members of staff were studying for NVQ's level 2 in Horticulture under the tutelage of the Head Gardener. She said that she was particularly keen to address issues surrounding staff training.

The Chairman invited all member of the Committee to submit any ideas or concerns that could be usefully put on Staffing Agendas. She urged everyone to read and digest all documents ahead of meetings as a courtesy to other members.

Councillor G Loosmore arrived at the meeting at 7.45pm.

110/10 MINUTES

Proposed by Councillor Mrs P Dow, seconded by Councillor A Ross and -

RESOLVED: unanimously that the Minutes of the meeting of the Staffing Committee held on the 15th April, 2010 were a true record and signed by the Chairman.

111/10 STAFF APPRAISAL

The Committee considered the Staff Appraisal process and following a discussion the following points were agreed :-

The Town Clerk be responsible for the Office Manager and Head Gardeners appraisals. The Office Manager would be responsible for appraisals for all other members of staff. An informal process would be included to allow staff members the opportunity to talk to either the Chairman or a member of the Staffing Committee if they so wished.

112/10 TRAINING

The Town Clerk gave the committee an update on staff training stating that the Ryan Atcherley and Mark Harding are studying for their NVQ's level 2 in Horticulture. Jim Ward is receiving training in Health and Safety to allow him to take over this role when our present Health and Safety Officer leaves and Sue Fry is training on the new accounts system.

113/10 CONTRACTS OF EMPLOYMENTS

The Committee considered the Contracts of Employments and following a discussion it was –

Proposed by Councillor G Loosmore, seconded by Councillor G Francis and –

RESOLVED: unanimously that we re-issue the revised Contract of Employment.

114/10 HONORARIUM RATES FOR THE CIVIC OFFICERS.

The Committee considered the honorarium rates for the Civic Officers.

Proposed by Councillor Mrs E Fogg, seconded by Councillor G Francis and –

RESOLVED: unanimously that Standing Orders be suspended to allow Mr D Sherratt to speak on this issue.

Following a brief discussion Standing Orders were re-instated.

Proposed by Councillor Mrs C Jackson, seconded by Councillor G Loosmore and –

RESOLVED: unanimously that Officers of Dignity be paid by attendance in the sum of £10.00 per event.

115//10 WILTSHIRE PENSION FUND

The Committee considered adopting Employing Authority Discretions. Following a discussion it was agreed that this item be taken to the next meeting of the Staffing Committee for further consideration.

116/10 EXCLUSION OF THE PRESS AND PUBLIC

Proposed by Councillor Mrs E. Fogg, seconded by Councillor G. Francis 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.

117/10 PERSONNEL ISSUES

The Committee discussed personnel issues.

The meeting closed at 8.40pm