

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

Held on Monday 16th December 2019 at 6pm in The First Floor Meeting Room, Ringwood Gateway, Ringwood

PRESENT: Cllr Tony Ring, Town Mayor
Cllr John Haywood
Cllr Jeremy Heron (from 6.04pm)
Cllr Gloria O'Reilly

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Philip Day, Deputy Mayor (Chairman)

S/0022 ELECTION OF CHAIRMAN

Cllr Haywood was nominated for Chairman. There were no other nominations.

RESOLVED: That Cllr Haywood be elected as Chairman of the Staffing Committee for the meeting.

Cllr Haywood took the Chair for the remainder of the meeting.

S/0023 PUBLIC PARTICIPATION

No members of the public were present.

S/0024 APOLOGIES FOR ABSENCE

The Clerk reported that apologies for absence had been received from Cllr. Day.

S/0025 DECLARATIONS OF INTEREST

No interests were declared.

S/0026 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 19th June 2019, having been circulated, be approved and signed by the Chairman as a correct record.

Cllr. Heron joined the meeting at 6.04pm.

S/0027 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (staffing matters).

ACTION C Wilkins/J Hurd

S/0028
OFFICE ADMINISTRATION PERSONNEL CHANGES

After considering the Town Clerk's report (*Confidential Annex A*)

RESOLVED:

- (i) To approve the principle of re-assigning the office administration duties as described in the Town Clerk's report (*Confidential Annex A*), the draft new Job Description for the Office Administrator, the draft Job Description and Person Specification for the additional duties and the internal recruitment process therein proposed; and
- (ii) To answer in the affirmative the other questions raised in the same report.

ACTION C Wilkins/J Hurd

S/0029
EXTENDED SICKNESS ABSENCE OF GROUNDSMAN

The Town Clerk's verbal report on recent developments was noted.

S/0030
DEPUTY TOWN CLERK'S TRAINING

After considering the Town Clerk's report (*Confidential Annex B*)

RESOLVED:

- (i) To approve the Council paying an annual SLCC subscription for the Deputy Town Clerk; and
- (ii) To approve the Council funding a structured training programme for the Deputy Town Clerk.

ACTION C Wilkins/J Hurd

S/0031
STAFF LONG SERVICE AWARD

After considering the Town Clerk's report (*Confidential Annex C*)

RESOLVED: To delegate to officers the power, whenever an employee has completed 20 years' continuous service, to spend up to £50 on a gift to mark the achievement.

ACTION C Wilkins/J Hurd

There being no further business, the Chairman closed the meeting at 6.50pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED

APPROVED

TOWN MAYOR

COMMITTEE CHAIRMAN