

MALVERN TOWN COUNCIL
MINUTES OF A MEETING OF THE STAFFING COMMITTEE
held on Monday 27 March 2017

In the Town Council Offices, Belle Vue Terrace, Malvern, at 6.00pm

Councillors:

Present:

H Campbell (Chairman)
J Cain
J Campbell
M Campbell
P Mewton
S Nichols
C Smith

In attendance:

Linda Blake – Town Clerk

PUBLIC PARTICIPATION

None.

1. **APOLOGIES FOR ABSENCE**

None

2. **DECLARATIONS OF INTEREST**

None.

. **EXCLUSION OF THE PRESS AND PUBLIC**

It was **AGREED** to resolve pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

3. **UPDATE ON PAY-RELATED COSTS AS FROM 1 APRIL 2017**

The Town Clerk informed the committee that the cost of living increase on salaries is 1% from 1 April 2017 and this will be applicable on all staff salaries. This is a National agreement and as Town Council staff contracts are all under Green Book terms and conditions, it must be applied.

The Clerk reminded councillors of the new laws coming into force on workplace pensions. The automatic pension enrolment date for Malvern Town Council staff is 1 April 2017 and as a result there will be three more staff joining the pension scheme as from this date. The Town Clerk informed committee members that these costs

had already been included in the budget for 2017/18 as the automatic enrolment phasing date had been known for some time.

4. **RECRUITMENT POLICIES**

Committee members discussed the Council's current recruitment policies and some suggestions were made as to other policies which could be adopted.

It was **RECOMMENDED** that when a Town Council position became vacant, the Staffing Committee should be fully delegated to review the position, its role within the organisation and its job responsibilities. A staffing committee meeting would be called as soon as practicably possible to carry out a review after a vacancy occurs, thus avoiding any delays to the recruitment process.

It was further **RECOMMENDED** that a formal exit interview should also take place when a member of staff leaves. This should also be fully delegated to the Staffing Committee in conjunction with the Town Clerk.

5. **OTHER STAFFING POLICIES AND PROCEDURES**

The Committee discussed whether there was a need for any additional staffing policies. The Town Clerk was asked to research and draft an "Appearance and Dress Code" policy and a "Use of social media policy" to be considered at the next meeting. It was suggested that sample ACAS policies could be used as a starting point for these policies.

Committee **AGREED** that the Town Council's equality and diversity policy should be reviewed at the next meeting

6. **APPRAISALS**

The Staffing Committee reviewed the current appraisal document which is used for all Town Council staff.

It was **AGREED** that this document should continue to be used as the basis for all staff appraisals.

7. **ITEMS FOR THE NEXT MEETING**

Review of policies as in minute 5 above.

It was **AGREED** that the staffing committee should review the job descriptions of the Council's Operational Staff to ensure that they were fully up to date.

8. **DATE AND TIME OF NEXT MEETING**

The next meeting of the Staffing Committee is scheduled for Tuesday 18 April at 6pm.

The meeting ended at 7:10pm

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Councillor H Campbell (Chairman)