

## MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

Held on Wednesday 12<sup>th</sup> March 2025 at 7.00pm

PRESENT: Cllr Rae Frederick – Town Mayor  
Cllr Mary DeBoos – Chair of Policy and Finance Committee  
Cllr John Haywood - Chair  
Cllr Peter Kelleher  
Cllr James Swyer

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk

ABSENT: Cllr Philip Day – Deputy Mayor  
Cllr Glenys Turner  
Mrs Jo Hurd, Deputy Town Clerk

### S/0122

#### APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Cllrs. Day and Turner and from Mrs. Hurd.

### S/0123

#### DECLARATIONS OF INTEREST

No interests were declared.

### S/0124

#### MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting held on 16<sup>th</sup> October 2024, having been circulated, be approved and signed by the Chairman as a correct record.

### S/0125

#### RECRUITMENT UPDATE

The Town Clerk reported as follows:

- (i) The current **Grounds Manager** has been in post a little over a month now and has completed their first annual review which included a discussion of training needs. They may attend an upcoming meeting of the Recreation, Leisure & Open Spaces Committee;
- (ii) The handover period between the current and the new **Finance Manager** began on Monday. Support and review arrangements are under discussion. Both are expected to attend the next two meetings of the Policy & Finance Committee;
- (iii) Discussions have begun regarding shadowing and handover arrangements between the **Town Clerk** and their recently-designated successor
- (iv) Officers are meeting next Wednesday to discuss recruitment of a new **Clubhouse Manager** and **Events Manager** with a view to presenting the issues and options to the meetings of Carvers Working Party and the Events Management Sub-Committee scheduled for next week;
- (v) The opportunity presented by these changes is being used to switch officer email address formats from the current use of personal names to role titles instead; and
- (vi) Some councillors (not previously members of this committee) had recently expressed doubts or concern about the advertising of vacancies to internal candidates only in the first instance notwithstanding that the discussion and

agreement of the policy concerning this was recorded in the minutes of the relevant meeting of this committee.

**RESOLVED:**

1. That any changes to the terms and conditions of employment relating to the roles of Clubhouse Manager or Events Manager requiring a member decision be referred to the Policy & Finance Committee after which the recruitment process be delegated to officers; and
2. That members be encouraged to propose to the committee chair that they draw attention to especially notable matters or potentially controversial decisions when presenting future minutes to meetings of the full Council.

<b>ACTION C Wilkins, all committee members</b>
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**S/0126**

**REVIEW OF EMPLOYMENT-RELATED POLICIES AND PROCEDURES**

The Town Clerk reported as follows:

- (i) There being no need (or staff capacity for) a review of all or specific employment-related policies at the present time, it seemed better to use this opportunity to give members a general report and explanation about these policies instead;
- (ii) The council has these policies and procedures for several reasons; to support and guide both officers and staff when problematic situations arise, to ensure the Council behaves fairly and lawfully as an employer and to control financial and other risks;
- (iii) The policies are collated within an "Employee Handbook" which is kept up to date and made available to all staff in both electronic and paper forms;
- (iv) In technical terms, the policies are all "non-contractual" - because this makes it very much easier to adopt new policies and alter existing ones. (Contractual policies can only be changed with the agreement of every employee affected or by "firing and re-hiring" the employees who withhold agreement – a controversial tactic which officers would only ever recommend to members as a last resort.) It follows from the use of non-contractual policies only that all important terms and conditions should be written into the relevant contracts rather than the policies; and
- (v) The policies should be kept under regular review. In practice, the specialist outside consultants engaged to support the Council inform officers when important or urgent changes are needed. In addition to this, it would be prudent to undertake a general and thorough update every few years. The latter could be undertaken in, perhaps, 18 months' to two years' time.

**RESOLVED:**

1. That the Town Clerk's report be noted.
2. That the committee chair make specific mention of the non-contractual status of council policies when presenting the minutes of this meeting.

<b>ACTION Cllr. Haywood</b>
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**S/0127**

**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.

**S/0128**

**TOWN CLERK'S ANNUAL REVIEW**

Cllr DeBoos reported that she and Cllr Turner had completed the Town Clerk's annual review. This had been relatively informal in format. No concerns were raised by either party. The Town Clerk's performance had been considered entirely satisfactory.

**RESOLVED:** That the report be noted and that the committee express its thanks to the Town Clerk for his service to the council.

There being no further business, the Chairman closed the meeting at 7.44pm.

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

*RECEIVED*  
*26<sup>th</sup> March 2025*

*APPROVED*  
*10<sup>th</sup> September 2025*

*TOWN MAYOR*

*COMMITTEE CHAIRMAN*