

**CHESHAM TOWN COUNCIL**

**Minutes of the meeting of the STAFFING COMMITTEE**

held on Monday 25<sup>th</sup> November 2019

**PRESENT** Councillor Q. Chaudhry, Chairman (presiding)

Councillors: M.Z. Bhatti MBE, N.L. Brown, Miss E.A. Culverhouse and F.S. Wilson.

Officer: Mr W. Richards - Town Clerk

In attendance: Councillor A.K. Bacon.

Apologies for absence were received from Councillors M. Fayyaz, P.J. Hudson, Mrs J.E. MacBean and P.W. Yerrell.

1. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest that were brought to the Mayor's notice.

3. **MINUTES**

It was

**RESOLVED**

that the Minutes of the Meeting of the Staffing Committee held on Monday 5<sup>th</sup> February 2018 be confirmed and signed by the Chairman as a true record.

4. **STAFFING AND STRATEGY WORKING GROUP**

Members received the Minutes of the meeting of the Staffing and Strategy Group held on the 9<sup>th</sup> August 2018.

It was

**RESOLVED**

that the Minutes be noted.

5. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Mayor and

**RESOLVED**

that the Public and the Press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by The Local Government Act 1972, Section 100, in view of the confidential nature of the business to be transacted.

6. **ANNUAL REVIEW OF STAFF CONDITIONS OF SERVICE AND PAY**

The Committee were apprised of the Annual Review of Staff and Pay. Members had been reminded that annual increment increases, following satisfactory appraisals, were within officers' contracts and that pay rises were determined nationally. Certain Members were of the view that the increases should be reviewed as to whether officers should exceed the 'satisfactory' benchmark to obtain an incremental advancement and the Clerk was requested to write a report on this for a future Staffing meeting. The Committee also noted the Finance and Contracts Manager explanation in regard to National Joint Council's (NJC) directive in assimilating new spinal point columns and agreed with his recommendation in implementing this.

The Parks and Premises Manager then explained his proposed restructuring of his Parks and Premises team from the 1<sup>st</sup> April 2019. Members were broadly supportive of his plans and agreed they be recommended for approval subject to the Finance Committee's consideration of the budgetary implications. There was agreement that the current Deputy Manager's vacancy be filled but that this post be advertised externally as well as internally.

Finally the Committee other staffing updates and perceived pressures and noted the Clerk intended to produce a comprehensive staffing review paper in due course.

It was

**RESOLVED**

1. That the awarding of any annual increments to all staff who have not reached the top of their grade following satisfactory annual appraisals, from 1<sup>st</sup> April 2019 be noted.
2. That assimilation method for assimilating first, then awarding, the annual increment be approved.
3. That payment of the NJC, SEE and Inland Revenue rates and allowances be continued.
4. That the Parks and Premises Manager's restructure be agreed in principle subject to being costed up in terms of wages and equipment and scrutinised by the Finance Committee in relation to the overall budget.

7. **CLOSE OF MEETING**

The meeting closed at 8.44pm.

CHAIRMAN