

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY, 1ST NOVEMBER 2017
AT THE COUNCIL OFFICES, 52 EASTON STREET

PRESENT:- Councillors Jim Draper (Chairman), Jo Atwell, Sue Cocking, Chris Gover and Rod Wild

IN ATTENDANCE: Ian Looker (Town Clerk)

36 – APOLOGIES FOR ABSENCE

All the members were present.

37 – DECLARATIONS OF INTEREST

The Clerk declared an interest in Agenda Item 9 – Employer Pensions Discretions.

38 – MINUTES OF THE MEETING HELD ON 5TH SEPTEMBER 2017

The minutes were formally agreed and signed as a correct record.

39 – MINUTE UPDATE AND MATTERS ARISING

There was no comment.

40 – HUMAN RESOURCES SUPPORT

RECOMMENDED – that the Council accept the quotation submitted by Ellis Whittam.

This recommendation will now go to the Finance Committee.

Cllr. Draper advised that, if accepted, Ellis Whittam will want to review the Council's staff handbook. They will provide access to their software system, which for example can hold personnel records.

41 – ASSISTANT CLERK

Members considered the applications received.

42 – EVENTS

Members reviewed the summer events and the support provided by the staff.

43 – ORDER OF BUSINESS

The Chairman took Agenda Item 9 ahead of Item 8.

44 – EMPLOYER PENSION DISCRETIONS

The Clerk undertook to raise the subject at a forthcoming Finance Officers meeting to gain advice on other councils' policies. The HR Consultant would also be asked if they can advise.

45 – ADJOURNMENT

The Chairman then adjourned the meeting at 8.40 pm to reconvene at another venue without the Clerk being present. The remaining Agenda Item 8 – Office Cleaning Contract was due to be discussed then.

46 – OFFICE CLEANING CONTRACT

No details have been supplied.

47 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices in January 2018, the time yet to be determined.

The time of the end of the meeting is not known.

Chairman Date