

HUNTINGDON TOWN COUNCIL

STAFFING SUB COMMITTEE

A meeting of the Staffing Sub Committee was held in the Town Hall, Market Hill, Huntingdon on Wednesday 24th August 2011.

Present: Councillors A Beevor; A Ellington; S Mulcahy; T Sanderson; J Sarabia; J Skerry (Vice Chairman as Chairman); and R Subhan.

In attendance: Councillors N Pauley; C Hyams; and A J Mackender Lawrence (Town Mayor).

1. **ELECTION OF CHAIRMAN**

It was proposed, seconded and

RESOLVED to elect Councillor W Hensley as Chairman to the Staffing Sub Committee for the local government year.

2. **APPOINTMENT OF VICE CHAIRMAN**

It was proposed, seconded and

RESOLVED that Councillor J Skerry be appointed Vice Chairman of the Staffing Sub Committee for the local Government year.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors W Hensley and A Bish.

4. **DECLARATIONS OF INTEREST**

There were none.

5. **MINUTES**

Copies of the minutes of the meeting of the Staffing Sub Committee held on 17th March 2011 (M3) had been circulated in advance of the meeting, following their informal approval by the Chairman. It was proposed, seconded and

RESOLVED to approve these as a correct record and they were duly signed by the Chairman.

6. **PUBLIC ADDRESS/ADDRESS BY OTHER TOWN COUNCILLORS TO COMMITTEE**

Councillors in attendance having indicated that they wished to address the meeting, it was proposed, seconded and

RESOLVED to adjourn.

Councillor Pauley brought to Members' attention the need for Finance Committee to appoint a tenth Member to the Staffing Sub Committee. Members then

RESOLVED to reconvene.

7. **TOWN HALL PROJECT MANAGER**

Members were asked to consider the appointment of a Town Hall Project Manager, following the resignation of the existing incumbent owing to an offer of alternative and permanent employment. Members had before them agreed terms of employment, job and person specifications for the post.

The Sub Committee heard a proposal that appointment of a Town Hall Project Manager should be deferred until a contract for the works was accepted and signed by the Council. The proposal was seconded and it was

RESOLVED to recommend deferral of any appointment until a contract for the works had been concluded.

Clerk's Note: Councillor Subhan joined the meeting at 7.10pm.

8. **POLICY FOR MEMBER/OFFICER RELATIONS**

Members were asked to appoint a working party responsible for review of a draft policy, for future consideration by this Sub Committee.

It was put by a Member that Members of the Council had accepted to adhere to the Model Code of Conduct and that Officers of the Council were subject to performance review and that therefore there was no need for a policy. It was therefore seconded and

RESOLVED to recommend that neither a working party nor a policy was required.

9. **PERFORMANCE APPRAISAL**

A report before Members advised that a review of the Town Clerk's performance appraisal, concluded in April 2011, had been carried out by the Chairman of the Finance Committee. A revised set of targets had been agreed on 7th July 2011, which were subject to quarterly review by the Finance Committee Chairman. Members were asked to note the arrangements.

A Member proposed that it should be the Chairman of the Staffing Sub Committee who should conduct the review of the Town Clerk's performance appraisal. This was seconded and it was

RESOLVED to recommend that the review of the Town Clerk's performance appraisal should be conducted by the Chairman of the Staffing Sub Committee.

The Chairman proposed that the meeting should be suspended, to allow a Councillor to address the Sub Committee and it was

RESOLVED so to do.

Councillor Pauley addressed the meeting, saying that as the Staffing Sub Committee Chairman was on board to conduct a review of the Town Clerk's performance appraisal and the Town Hall Project would require the appointment of a Manager, a meeting of the Staffing Sub Committee should be called again soon. Members heard that meetings of the Staffing Sub Committee were called when the business of the Council required one.

The Chairman proposed that the meeting reconvene and it was

RESOLVED so to do.

8. **DATE & AGENDA OF THE NEXT MEETING**

It was proposed, seconded and

RESOLVED to recommend that the Finance Committee considers six-monthly scheduling of meetings of the Staffing Sub Committee.

CHAIRMAN