



HAILSHAM TOWN COUNCIL
STAFFING COMMITTEE

MINUTES

of the meeting of the Staffing Committee,
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Thursday 7th July 2022 at 7.00 p.m.

- SfC/22/3/
01 **Election of chair**
Cllr Karen Nicholls was elected as Chair of the committee for the 2022-2023 municipal year
- 02 **Election of Deputy Chair**
Cllr Anne-Marie Ricketts was elected as Deputy Chair of the committee for the 2022-2023 municipal year
- 03 **Public Forum** - None Presented
- 04 **Present:** Committee Members Cllrs A. Clarke, P. Holbrook, S. Keogh, M. Laxton, R. Newark, K. Nicholls (Chair) and A-M Ricketts.
- 05 **Officers Present:** J. Harrison (Town Clerk)
- 06 **Apologies For Absence:** received and accepted from Cllrs G. Blake-Coggins and N. Coltman
- 07 **Declarations of Interest:** None made
- 09 **Minutes of the previous meeting**
RESOLVED that the draft minutes of the Staffing Committee held on 17th March 2022 are a fair and accurate record and that they are signed by the chair.
- 09 **NALC Good Employer's Guide**
The committee had been forwarded a copy of the National Association for Local Council document 'Guide to being a Good Employer'.
- 09.1 The committee agreed that this was a useful document and should be adopted as 'policy' for all employment matters. The committee felt it would be useful to undertake a Training Gap Analysis for both Councillors and Officers and to have this built into the Appraisal Process.
- 10 **Staffing Review**
The council were presented with a draft specification for the Staffing review to be commissioned.
- 10.1 The Committee **RESOLVED** to adopt the recommended Specification for the Staffing Review, as presented.
- 10.2 The committee **RESOLVED** to recommend to council to increase the funding allocated to the Staffing Review contract by £5,000, from £5,000 to £10,000, conditional on a suitable source of this additional funding being identified.

- 11 **Confidential Business**
- RESOLVED** that the next agenda three items are conducted under confidential business as they concerns: engagement, terms of service, or are otherwise confidential in accordance with the Council's Standing Orders No 1E.
- 12 **Human Resources Support**
- 12.2 The Town Clerk had been asked to look into what HR Support Packages may be available from external organisations. There are many external companies offering support and legal/HR advice remotely and the extent of what ca be bought-in depends entirely on what the council is looking for.
- 12.3 It was explained to the committee that any support would essentially work on two levels – that of basic administration and co-ordination and more complex legal HR advice from a qualified professional. The committee was presented with options and suggestions that had been received form external companies and organisations. The extent of services that can be offered were greatly dependent on any identified budget.
- 12.4 RESOLVED that this project would not be pursued until the outcome of the Staffing Review was known.
- 13 **Cllr A. Clarke**
 Cllr Alexa Clarke left the meeting at 8.15pm
- 14 **Post Office Staff**
 The committee received a verbal update on the Post Office staff from the Town Clerk. It was agreed to recruit to the retiring member of staff's position as soon as possible.
- 15 **Maintenance Operative**
 The committee were given a further update on the situation with regard to the maintenance operative. No further resolution was made.
- 16 There being no other business, the meeting closed at 8.40pm

CHAIRMAN