



Wilton Town Council

Staffing Committee Meeting

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council Staffing Committee
Cllrs Blackman, Edge, Kinsey Matthews and Moore.

You are summoned to attend a **Staffing Committee meeting** of **WILTON TOWN COUNCIL** to be held on **Tuesday 27th July 2021 at 11.00am** for the purpose of transacting the business set out below.

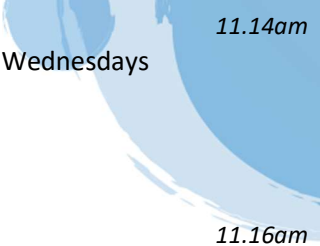
This meeting will be held in the **Council Chamber**.

Yours faithfully

Clare Churchill
Town Clerk

21st July 2021

SC/11/21	<u>Election of Chair of the Staffing Committee</u> To elect a Chair for the municipal year ending May 2022	11.00am
SC/12/21	<u>Apologies</u>	11.02am
SC/13/21	<u>Declarations of Interest</u> (a) To receive Declarations of Interest relating to any matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. (b) To consider any dispensation requests received by the Town Clerk. Code of Conduct	11.03am
SC/14/21	<u>Approval of Minutes</u> To confirm the Minutes of the Staffing Committee meeting held on 16 th March 2021 as a correct record.	11.04am
SC/15/21	<u>Exclusion of the Press and Public</u> To resolve to exclude members of the press and public for any items on the agenda.	11.06am
SC/16/21	<u>Election of Vice Chair of Staffing Committee</u> To elect a Vice Chair of the Staffing Committee	11.08am
SC/17/21	<u>Training</u> Councillor / Whole Council training. Staff training	11.10am



SC/18/21	<p><u>Office opening hours</u></p> <p>At the last meeting it was agreed that the Office will be open to the public on Wednesdays and Thursdays from 10am to 12pm.</p> <p>This requires a change to the Flexible Working Policy</p> <p>To change Clause 6 of the policy to reflect the revised opening hours.</p>	11.14am
SC/19/21	<p><u>Policies required</u></p> <p>The current staff contracts refer to several policies which have not been adopted by Wilton TC. These include:</p> <ul style="list-style-type: none"> (i) Sickness Absence Policy (ii) Health and Safety Policy (iii) Expenses Policy <p>To consider the draft Policies with a view to recommending these to Full Council for approval.</p>	11.16am
SC/20/21	<p><u>Appointment of a Road Sweeper / Handyperson.</u></p> <p>To confirm the recruitment timeline, training and equipment required and any related matters.</p>	11.28am
SC/21/21	<p><u>Staff Appraisals</u></p> <ul style="list-style-type: none"> (i) Town Clerk's probationary period. (ii) To agree the Cllrs that will be responsible for the Town Clerk's appraisal. (iii) To receive an update from the Town Clerk on staff appraisals. 	11.42am
SC/22/21	<p><u>Staff Contracts</u></p> <p>To consider current staffing matters.</p>	11.50am
SC/23/21	<p><u>Date of next meeting</u></p> <p>To confirm a date for the next meeting.</p>	11.55am
SC/24/21	<p><u>To close the meeting</u></p>	11.59am

Equality Statement

In the exercise of their responsibilities, Wilton Town Councillors have committed to uphold the Code of Conduct and to have full regard of the following in decision making:

- Equal Opportunities (age, race, gender, sexual orientation, marital status and any disability)
- Data Protection(GDPR)
- Health & Safety
- Human Rights