



Wilton Town Council

Staffing Committee

AGENDA



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To all members of the Staffing Committee ([membership 2019/20](#))

You are requested to attend a meeting of the **STAFFING COMMITTEE** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on **TUESDAY 25th June 2019 at 7.00pm** for the purpose of transacting the following business.

Community engagement

15 minutes is set aside to allow local people to raise their issues and concerns. Questions and statements are restricted to 3 minutes. Questions not answered at the meeting will be answered in writing or may appear as an agenda item for the next appropriate committee meeting.

Yours faithfully

Town Clerk

16 May 2019

01/19	<u>Apologies</u> To receive any apologies and to note the reasons provided.	7.00pm
02/19	<u>Election of Chair</u> To elect a Chair for the 2019/20 municipal year	7.05pm
02/19	<u>Election of Vice Chair</u> To elect a Vice Chair for the 2019/20 municipal year	
03/19	<u>Declarations of Interest</u> (a) To receive Declarations of Interest in 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.	7.10pm
04/19	<u>Minutes</u> To approve the minutes of the meeting held on 26 March 2019.	7.10pm

05/19	<p><u>Community Engagement</u></p> <p>To respond to matters raised by the public. No decisions may be taken on such matters at the meeting unless due notice has been provided.</p>	7.15pm
06/19	<p><u>Policy Review</u></p> <p>The Council is seeking to review and update its policies and procedures. The following policies relate to the work of this Committee:</p> <ul style="list-style-type: none"> • Equalities • Grievance • Disciplinary • Flexible Working Policy <p>The Committee is asked to consider these policies and to make any recommendations to the Council on 2 July, 2019.</p>	7.20pm
07/19	<p><u>Wilton Town Council Staff Budget</u></p> <p>To note the current staffing budget.</p>	7.40pm
08/19	<p><u>Council Office Cover – Leave Arrangements</u></p> <p>Currently, staff leave within the Council is managed by the Town Clerk. The Clerk submits his own leave requests to the Chair of the Staffing Committee. The Clerk also submits a monthly time sheet showing hours worked, TOIL accrued and leave taken.</p>	7.45pm
09/19	<p><u>Town Clerk – Performance Review</u></p> <p>In previous years, the Chair of the Staffing Committee has undertaken a staff appraisal with the Clerk and set performance objectives. The Committee is requested to consider this further.</p>	7.50pm
10/19	<p><u>Date of next meeting</u></p> <p>To set a date for the next meeting if necessary.</p>	8.00pm
11/19	<p><u>To close the meeting.</u></p>	8.00pm

Wilton Town Council is committed to equality:

In the exercise of their functions, Wilton Town Councillors and staff take full regard of the following:

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



Anyone who may have difficulty with access to these papers or with access to the meeting is asked to contact the Clerk (01722 742093 or clerk@wiltontowncouncil.gov.uk at least 24 hours before the meeting so that help may be provided.

Reference documents:

- [Terms of reference and delegated powers of the Committee](#)
- [Rules \(Standing Orders\) to be followed by the Committee](#)