

Frodsham Town Council



Minutes of a meeting of
The Staffing Sub-Committee
 held on Tuesday 19 June 2018 at 7.00 pm
 In Castle Park House, Frodsham

Present: Cllrs C Ashton, P Martin and M Parker
 Mrs H Catt (Town Clerk)

Meeting 1

No	Item																					
1	Appointment of Chair Cllr C Ashton was appointed as Chair – proposed and seconded by Cllrs P Martin and M Parker.																					
2	Appointment of Deputy Chair Cllr P Martin was appointed as Deputy Chair – proposed and seconded by Cllrs M Parker and C Ashton.																					
3	Apologies for Absence - None																					
4	Declarations of Interest - None																					
5	Minutes of Meeting 2 – 10 April 2018 The minutes were agreed and signed as a true record – proposed and seconded by Cllrs P Martin and C Ashton.																					
6	Discipline Procedure The disciplinary procedure was reviewed and minor amendments noted. It was agreed that it offered an effective way for dealing with complaints made against staff members.																					
7	Grievance Procedure The grievance procedure was reviewed and noted. The procedure provides a process for dealing with complaints made by staff members.																					
6&7	These procedures are part of the Staff Handbook (Annexe 1). The date the handbook was last agreed has been added to the front cover. It was agreed that this date, the date the Annexe was reviewed and the next review date should be added as a footer to the whole document.																					
8	Workload It was agreed to defer any further action until the Admin Reduction Working Group has completed its review and made recommendations to council – proposed and seconded by Cllrs M Parker and P Martin.																					
9	Training Budget																					
9.1	The training budget paper was discussed, and it was agreed to recommend the following changes to the staff & council training & expenses budget to P&P – proposed and seconded by Cllrs M Parker and P Martin.: <table border="1" data-bbox="183 1709 730 1991"> <thead> <tr> <th colspan="3">7. Training</th> </tr> </thead> <tbody> <tr> <td></td> <td>Staff</td> <td>1000</td> </tr> <tr> <td></td> <td>Council</td> <td>300</td> </tr> <tr> <th colspan="3">8. Expenses</th> </tr> <tr> <td></td> <td>Staff</td> <td>250</td> </tr> <tr> <td></td> <td>Council</td> <td>100</td> </tr> <tr> <td>Total</td> <td></td> <td>1650</td> </tr> </tbody> </table>	7. Training				Staff	1000		Council	300	8. Expenses				Staff	250		Council	100	Total		1650
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Members: Cllrs C Ashton, P Martin and M Parker
Reserve Member: Cllr D Critchley

No	Item
9.2	The process for getting approval for undertaking external staff training was discussed and agreed: Identify training need through supervision or appraisal Identify suitable training TC to agree training if budget available for the staff team TC to agree with Staffing Sub Chair her training needs and training Regular reports will be made to Staffing Sub.
10	Clerk's Urgent Items – None.
11	Date of next meeting Tuesday 9 October 7pm.
PART B	
12	Confidential Personnel Issues Castle Park House Update – There is unlikely to be any change before 1 September.

Meeting ended 8.15pm.

R1: To agree the following changes to the staff & council training & expenses budget to P&P – proposed and seconded by Cllrs M Parker and P Martin.:

7. Training		
	Staff	1000
	Council	300
8. Expenses		
	Staff	250
	Council	100
Total		1650