



## **WELLINGTON TOWN COUNCIL**

**STAFFING AND TRAINING COMMITTEE 3 August 2015 5.00P.M.**

### **AGENDA**

#### **1. Appointment of Chairman**

#### **2. Apologies**

#### **3. Review of Job Title of Assistant to the Town Clerk.**

In the Annual report the Mayor and the Town Clerk referred to the fact that the nature of the work Debbie now undertakes has gradually evolved since her appointment four and a half years ago. She is now a vital part of the Town Council office, has her own areas of responsibility and is an able deputy to the Town Clerk in his absence. In the circumstances it was suggested that the Council might like to consider re-designating this post to Assistant Clerk. Council referred this matter to this Committee for consideration.

#### **4. Code of Conduct Training**

The current Standing Orders adopted by the Council require Councillors to undertake training within 6 months of the “delivery of the declaration of acceptance of office”. I have made enquiries of TDBC regarding training and they have told me that training is being arranged for the Parish Councils – dates to follow shortly. There will be daytime as well as evening sessions. I hope to have the dates by the time the Committee meet.

#### **5. The Local Government Pension Scheme Regulations Discretions Scheme**

I have been notified by Peninsula Pensions (who administer the LGPS locally) that all employers who participate in the Local Government Pension Scheme are required to formulate a discretions policy.

I attach the guidance notes that have been issued together with a discretions template. The Council are required to answer the questions in the template in order to establish a written policy.

Greg Dyke  
Town Clerk

27 July 2015

