

## WELLINGTON TOWN COUNCIL

### MINUTES OF A MEETING OF THE STAFFING AND TRAINING COMMITTEE HELD ON MONDAY 3 AUGUST 2015 AT 5.00P.M. IN THE COUNCIL CHAMBER, 28 FORE STREET, WELLINGTON

**Present:** Councillors Bowrah, Critchard, Lloyd, Reed, Stock-Williams and Thorne

Greg Dyke (Town Clerk), Debbie Bere (Assistant to the Clerk)

#### 1. Appointment of Chairman

**Resolved** that Councillor Stock-Williams be elected Chair of the Committee for the ensuing year

#### 2. Apologies

Councillor Govier

#### 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 the Assistant now undertook had gradually evolved since her appointment over four and a half years ago. She was now a vital part of the Town Council office, had her own areas of responsibility and was an able deputy to the Town Clerk in his absence. In the circumstances consideration was given to re-designating this post. It was agreed that the Assistant was performing duties at a much higher level than when the post was originally created and that the situation should be properly reflected as soon as possible.

**Recommended** to Council that with effect from 1 October 2015 this post be re-designated Deputy Clerk on scp 15 -18 subject to a commitment by her to make every effort to obtain the appropriate qualification, which was the Certificate in Local Council Administration, as soon as was reasonably practical. In recognition for obtaining CiLCA the Council would award two increments above the substantive salary grade now agreed.

(Debbie Bere left the meeting during consideration of the above matter)

#### 4. Code of Conduct Training

The current Standing Orders of the Council required Councillors to undertake Code of Conduct training within 6 months of the "delivery of the declaration of acceptance of office". The Monitoring Officer had arranged training sessions on the following dates:

- Thursday 3 September 2015 at 2:00 pm in The John Meikle Room, The Deane House, Taunton.
- Wednesday 30 September 2015 at 6:00 pm in The John Meikle Room, The Deane House, Taunton.

- Tuesday 8 September 2015 at 10:00 am in the Council Chamber, West Somerset House, Williton.
- Monday 14 September 2015 at 6:00 pm in the Council Chamber, West Somerset House, Williton.

Whilst the sessions would be useful for any new Councillors, Clerks and returning Councillors were also very welcome to attend.

**Resolved** that the training dates be noted and every councillor be encouraged to attend.

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

### **Discretions Scheme**

The Town Clerk had been notified by Peninsula Pensions (who administered the LGPS locally) that all employers who participated in the Local Government Pension Scheme were required to formulate a discretions policy.

Guidance notes were circulated together with a discretions template. The Council were required to answer the questions in the template in order to establish a written policy. Unfortunately the requirements to formulate such a policy were not completely understood. In the circumstances Councillors were not willing to agree to a policy without understanding its implications.

**Resolved** that Peninsula Pensions be asked to send a representative to a meeting of the Committee to explain just what a Discretions Scheme entailed.

The meeting ended at 5.30 p.m.