



WELLINGTON TOWN COUNCIL STAFFING AND RESOURCES COMMITTEE AGENDA

You are summoned to attend a meeting of the Wellington Town Council Staffing and Resources Committee to be held remotely by ZOOM meeting on **Wednesday 24th March 2021 at 2.30pm.**

Councillor Membership; Janet Lloyd (Chair), Mark Lithgow, Vivienne Stock Williams, Marcus Barr, Nick Smith, John Thorne, Andrew Govier, and James Hunt.

Members of the public are cordially invited to join this meeting.

Due to Coronavirus (Covid-19) measures, Wellington Town Council is conducting its meetings remotely until further notice using 'ZOOM' technology. Members of the press and public are welcome to join this meeting using the following details. A device such as a mobile telephone, laptop or computer will be required.

Join Zoom Meeting

<https://us02web.zoom.us/j/88363878988?pwd=NGJDOEhYaFBVWU04dnVuZWl6Z1ZXUT09>

Meeting ID: 883 6387 8988

Passcode: 689708

Members of the public who wish to have the opportunity to address the Council will need to advise the Acting Town Clerk in writing by no later than 12 noon on Monday 22 March 2021.

Dave Farrow

Town Clerk

07983697740

dave@wellingtontowncouncil.gov.uk

17 March 2021

1. Apologies

2. To receive any Declarations of Interest

3. In lieu of public speaking, to receive any representations from members of the public

In the absence of an in-person meeting, the usual public speaking session has temporarily been replaced with the presentation of any written submissions received from members of the public. Any written submissions received from the public no later than 12 noon on Monday 22 March 2021 will be read aloud to the meeting, with a 3-minute time limit per submission.

4. Terms of Reference

The current Terms of Reference for the Committee are attached. Given the requirement to review Terms of reference at the Annual Meeting to be held in May the Committee are asked to consider whether any amendments are necessary for the coming year. The Committee may wish to consider whether, with the decision about Local Government Review due in the summer and the resultant work in to be done in relation to the future role of the Town Council, the title for the Committee should be changed to Policy and Resources Committee to reflect the need for oversight of strategy and policy development in the context of the Councils developing role and the Terms of Reference reviewed in that context.

5. Staff Annual Review Process

A draft Annual Review process is attached for the Committees consideration.

6. To receive an update on staff working arrangements and office opening

The Clerk will provide a verbal update.

7. To receive an update on the implementation of the Scribe Accounting System and the new phone system

The Clerk will provide a verbal update.

8. To consider purchasing Sage HR (add on to Payroll System)

Sage HR is an addon to the Sage Payroll system that allows HR management all in one system. Costs are as follows (per employee per month)

- Core HR and Leave Management £4
- Timesheets £2

At present, leave and timesheets are managed on spreadsheets which will become more difficult to manage as employee numbers expand. The HR system also feeds all relevant information into the Sage Payroll system (leave, overtime hours etc.). Suggested start date will be 1st April. A 14-day free trial is available.

9. Date of next meeting

Dave Farrow
Town Clerk

17th March 2021

END