

# DRAFT

## Members of Woburn Sands Town Council Staffing Committee

**Draft Minutes for WSTC Staffing Committee** meeting on  
**Tuesday 4<sup>th</sup> February 2025 at 5 pm** at the WSTC Committee Meeting Room.

### MINUTES

2/25	<b>Attendees:</b> Cllr Green, Cllr Allan, Cllr Sutton, Cllr Poppleton.
3/25	<b>Apologies:</b> None
4/25	<b>Declaration of Interests:</b> None declared
1/15	<b>Elect a Chair for the Committee:</b> Cllr Green was unanimously elected as Chair. Cllr Allan was unanimously elected as Vice-Chair.
5/25	<p><b>Terms of Reference:</b></p> <p>We considered the following documents in agreeing our Staffing Committee Terms of Reference and Delegated Powers:-</p> <ul style="list-style-type: none"><li>• Terms of Reference common to all committees</li><li>• Terms of Reference for the Staffing Committee (when it was part of the Finance Committee)</li><li>• Draft Terms of References sourced from other town councils for their Staffing Committees from Cllr Allan.</li></ul> <p>We reviewed and agreed the new draft Staffing Committee Terms of Reference and Delegated Powers document to be presented to WSTC for approval.</p> <p>As part of this process we considered the Terms of Reference and Delegated Powers in detail and amended the draft document.</p> <p>The final draft version of the Staffing Committee Terms of Reference and Delegated Powers will be circulated to councillors before the WSTC meeting on Monday 10<sup>th</sup> February 2025.</p> <p>There are also amendments to be made to paragraph 19 of the current WSTC Standing Orders (2024) by the Town Council, substituting the Staffing Committee for the Finance Committee.</p> <p><b>Delegated responsibility to Staffing Committee and engaging with WSTC:</b></p> <p>WSTC by approving the Standing Orders and Terms of Reference would delegate certain responsibilities for staffing decisions to the Staffing Committee; this means that certain decisions would not be brought back to the Town Council for agreement.</p> <p>One reason for this is because the detail and context for HR decisions is not appropriate for discussion in public( Staffing Committee meetings are open to the public, but the</p>

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	<p>committee has the power to exclude the press and public under the Public Bodies Admission to Meetings Act 1960) and we may be discussing confidential matters that relate to the WSTC employees. This enables the Staffing Committee to make decisions after considering all relevant information; which should not be made public. Further WSTC would not want to know the granular detail of every process/decision.</p> <p>The Staffing Committee will always seek to act on behalf of WSTC and in the interests of the WSTC overall. It would not make decisions that would not be supported by WSTC .In order to do so the Staffing Committee may seek the views of other councillors , or where the need arises seek outside HR advice, or counsel. The chair of the Staffing Committee will report to the Town Council at its meetings.</p> <p><b>HR Resources for WSTC:</b></p> <p>We acknowledged that a primary source of information for HR policies, procedures, and advice is likely to be the National Association of Councils(NALC ), which already has HR resources and support, designed specifically for Parish/Town councils.</p> <p>We discussed the need for WSTC to be able to access professional HR Advice when required.</p>
6/25	<p><b>Committee meeting schedule:</b></p> <p>We agreed to schedule three Staffing Committee meetings each year, to coincide with performance reviews and anticipation of staffing implications on budgets. These will be in March/ April, August/ September and January; meeting dates are being confirmed by email for the year with the intention of planning ahead and will be disclosed at the Town Council meeting on the 10th February.</p> <p>We agreed to suggest at the TC meeting that all committees agree committee meetings for the year, which may be published on the WSTC website, thereby enabling councillors / the Clerk to plan their diary commitments.</p>

Signed:

Date: