



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of an extraordinary Committee meeting held on Monday 5 November 2018 at 10am at the Hayridge Centre

Present: Cllr Iain Emmett (in the chair) and Cllrs Eileen Andrews, James Buczkowski, Lloyd Knight* and Mike Thompson.

*In attendance for part only of the meeting

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllr Gordon Guest (personal).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. None.

RESOLVED: That due to the sensitive nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr James Buczkowski, seconded Cllr Eileen Andrews.

4. **STAFFING REVIEW: Administrative staff**

Cllr Lloyd Knight joined the meeting

(i) **To receive appraisal report prepared by Town Clerk:** The Committee members discussed the appraisal report in detail.

(ii) **To receive Town Clerk's appraisal report**

NOTE: The Town Clerk withdrew from the meeting whilst the appraisal was discussed.

RESOLVED: That the Committee accepts the Clerk's appraisal but the Chairman emphasises the need for the Clerk to delegate more and ensure that members of staff are operating to their job descriptions to free up the Clerk's time to allow the Clerk to lead the Council's employees.

- (iii) **To receive staff job role information:** Noted
- (iv) **To review and amend job descriptions**

RESOLVED:

(a) Job Description for Assistant Town Clerk to be amended to reflect his current duties as follows:

- CCTV Co-ordinator
- Planning Committee, Clerk and support
- Neighbourhood Plan Co-ordinator
- IT/Systems management
- Procurement Co-ordinator
- Printed publications/graphic design
- Traffic & Environment Working Group, Clerk and support

(b) Job Descriptions for Admin Assistant to be amended to include cemetery administration.

(a) Clerk to provide training in order that the Finance Assistant is able to carry out all the tasks listed on job description.

(b) Deputy Town Clerk: Look at becoming competent at all aspects of role as listed on job description i.e.

- Preparation of Agendas and Minutes – Committee Clerk
- Event Management
- Media Management
- Youth Council Co-ordinator
- Project Manager as directed by the Town Clerk
- Health & Safety Officer

(v) Staffing Report: To consider recommendations – recommendation not approved.

(vi) To review salaries:

RESOLVED:

(a) That the Council accepts the rates of pay applicable from 1 April 2019 as agreed between the National Employers and the NJC Trade Unions and

(b) as all Administrative staff received a satisfactory appraisal any employee that is not at the top of their grade is moved up one SCP within their grade i.e. Finance Assistant SCP18-SCP19 and Deputy Town Clerk SCP22-SCP23.

5. STAFFING REVIEW: Outdoor Workers

(i) To receive appraisal report: Report discussed and noted.

(ii) To receive staff job role information: Not received.

(iii) To review and amend job descriptions

RESOLVED:

(a) That it is noted that the Maintenance Supervisor is no longer able to carry out Chapter 8 duties. It should be noted that the Committee consider this to be a reasonable adjustment to reflect personal circumstances but that the job description will not be amended.

(b) Job Description for both full-time and part-time Outdoor Workers to be amended to reflect their new roles now that the Town Council is no longer responsible for street cleansing.

(iv) Staffing report: To consider recommendations

RESOLVED: That as the full-time Outdoor Worker carries out the play area inspections and is the only Chapter 8 certified member of staff he is moved from Grade 2 to Grade 3.

(v) To review salaries: It was noted that the 2019 payscales have been agreed between the National Employers and the NJC Trade Unions.

RESOLVED:

(a) That the Council accepts the rates of pay applicable from 1 April 2019 as agreed between the National Employers and the NJC Trade Unions and

(b) as all members of the Outdoor Team received a satisfactory appraisal any employee that is not at the top of their grade is moved up one SCP within their grade i.e. Maintenance Supervisor SCP23 – SCP24 and Cemetery Operative SCP15-SCP16.

(vi) To consider employing an additional member of the Outdoor Team and agree way forward: Deferred until the next meeting in order to consider the outcome of the budget survey.

5. DATE OF NEXT MEETINGS: Tuesday 20 November at 10am at the Hayridge Centre.

SIGNED: _____

DATE: _____