

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of a meeting of the **Staffing Committee** held **Monday 20th August, 2012** in the **Council Chamber, Town Hall, Marlborough, at 7.00pm.**

PRESENT	Councillor Mrs P. Dow Councillor G Francis Councillor A. Kirk Wilson Councillor R Pitts Councillor Mrs C Jackson	Chairman
ALSO PRESENT	Mr. Derek Wolfe Mrs Sue Fry Councillor A. Ross Councillor B. Castle Councillor Mrs V. Compton Mrs S. Pryor	Town Clerk Office Manager Observing Observing Observing Adviser

242/12 APOLOGIES

Apologies for absence were received from Councillors Mrs E. Fogg (Town Mayor) and G. Loosmore.

243/12 DECLARATION(S) OF INTEREST

There were no declaration(s) of interest.

244/12 MINUTES

RESOLVED: unanimously that the minutes of the meeting of the Staffing Committee held on the 9th July, 2012 were a true record and signed by the Chairman.

245/12 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

246/12 DRAFT TRAINING AND DEVELOPMENT POLICY

The Committee gave consideration to the draft policy for Training and Development, as drafted by the Town Clerk. Councillor Pitts suggested a few amendments, which were incorporated within the draft considered by the Committee, as follows:-

"The Town Council aims to operate an effective and efficient high standard of service to the residents of Marlborough. In order to achieve this, the Council recognises that training and development plays an integral part in the development of all staff and councillors, based on the principles of equality of opportunity for all. They will be encouraged to undertake training, especially in relation to legislative changes such as the latest code of conduct following the enactment of the Localism Act 2011, as well as any future legislative changes impacting on their roles and responsibilities.

Priority will be given to those employees and councillors applying for training courses which will benefit the Council, provide relevant development opportunities and enable both staff and elected members to perform their duties and responsibilities efficiently and effectively.

The Council will give favourable consideration to offering financial assistance to employees to support appropriate professional and similar qualification courses, as well as work-related development programmes.”

The Town Clerk reported that he would need to develop a detailed procedure to accompany the proposed policy. In response to a question from the Chairman, he confirmed that incremental progression was not currently awarded automatically to staff in respect of their successful completion of training leading to specific qualifications.

RESOLVED: unanimously that the draft Training and Development Policy be approved in accordance with the text of the revised draft policy, as set out above, noting that the Town Clerk also needed to prepare some detailed procedural guidance to accompany this.

247/12 DATE OF NEXT MEETING

RESOLVED: The Chairman informed members that a special meeting of the Staffing Committee would be held on Monday 10th September to discuss issues relating to the use of the Council's e-mail facilities and to make appropriate recommendations and / or resolutions concerning this, noting that the next meeting of the Committee was scheduled for Monday 8th October, 2012 at 7.00 pm.

248/12 EXCLUSION OF THE PRESS AND PUBLIC

Proposed by Councillor G Francis, seconded by Councillor R. Pitts and –

RESOLVED: That in view of the confidential nature of the business about to be transacted, the press and public be now excluded from the remainder of the meeting, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

249/12 PERMANENT POST OF HEAD GARDENER

The Committee was advised that only one completed application had been submitted by the closing date of 27th July in respect of the post of Head Gardener.

RESOLVED: unanimously that employee RB be appointed to the position of Head Gardener with effect from the 6th September, 2012, following his completion of his six months probationary period.

250/12 VACANCY WITHIN THE TOWN COUNCIL'S OUTDOOR STAFFING COMPLIMENT

The Committee considered the best way forward in relation to an existing vacancy in the Town Council's Establishment. Councillors expressed support for the idea of employing a locally based apprentice. Following discussion it was –

RESOLVED: unanimously that the Council seek to employ an apprentice and that the Head Gardener and Office Manager be asked to collaborate in preparing an appropriate person specification and job specification, as well as approaching Lackham and Hartspury Colleges to seek their assistance in identifying an appropriate individual, failing which the position would be advertised locally.

251/12 COUNCIL'S STAFFING STRUCTURE AND IMPLEMENTATION OF JOB EVALUATION EXERCISE.

The Committee received an oral update from the Town Clerk concerning the Council's proposed review of its staffing structure and the intended implementation of a job evaluation exercise. The Town Clerk reported that he had contacted Wiltshire Council's HR Strategy & Policy Team a few weeks ago, who had e-mailed him earlier in the day to say that they felt this was an exercise they could carry out on the Town Council's behalf, subject to providing a detailed quotation and an initial assessment of what the review involved.

Councillor Francis noted that some members of staff had worked for the Council for many years without receiving any recent incremental awards. He felt that the Council should consider the one-off award of an additional increment to such staff, in recognition of their long service.

The Town Clerk reported that a member of staff could be absent from the office for up to 2 months following a medical procedure. He sought the Committee's agreement to employing a temporary member of staff during this time.

RESOLVED: (1) that a further report be submitted to the Committee at its next meeting with regard to the staffing review and the related job evaluation exercise; (2) that further consideration be given to Councillor Francis's suggestion when the Council's 2013-14 draft budget was prepared; (3) that the Town Clerk be authorised to employ a temporary member of staff in the office if this proved necessary, for the reasons set out above.

The meeting ended at 7.45 pm

Signed
Chairman

Dated