

## MARLBOROUGH TOWN COUNCIL

### STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held **Monday 14<sup>th</sup> November, 2011** in the **Council Chamber, Town Hall, Marlborough at pm.**

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<b>PRESENT</b>	Cllr Mrs E Fogg Cllr A. Kirk Wilson Cllr B. Castle Cllr G. Francis Cllr Mrs P Dow Cllr G. Loosmore	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mr Liam Costello Cllr A. Ross Cllr R. Pitts Cllr Mrs E.M. Hannaford-Dobson Cllr S. Dobson Cllr Mrs M. Rose Cllr N. Barrett-Morton Cllr N. Fogg	Town Clerk

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#### 326/11 **APOLOGIES**

An apology was received from Councillor Mrs C Jackson.

#### 327/11 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### 328/11 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reported that two members of the outside staff had now passed their NVQ qualifications and received their certificates and congratulated them for their achievement.

The Chairman reminded members of the retirement buffet this Thursday lunchtime at the town hall for a member of the outside staff that was retiring to which all councillors were invited.

#### 329/11 **MINUTES**

**RESOLVED:** unanimously that the minutes of the meeting of the Staffing Committee held on the 25<sup>th</sup> July, 2011 were a true record and signed by the Chairman.

### **330/11 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** unanimously that in view of the confidential nature of the business about to be transacted, if it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

### **331/11 JOB VACANCY**

The chairman reported that as a member of the outside team had tendered his resignation in addition to the retiree, that it was an opportune moment to take stock of the staff structure before advertising to fill the vacancy.

During discussion the following points were raised by committee members.

- It was suggested that a skills matrix be completed to gather information on the skills that we have within the team, and also where there are any shortages.
- With both the Town Clerk and the Health & Safety Officer leaving, we need to ensure that we have the role of Health & Safety Officer covered.
- Should the council consider an apprentice for one of the vacancies.
- It was commented on from the floor that it might be an opportune moment to consider bringing in temporary staff during the peak periods to cover the labour intensive tasks such as grass cutting, with the trained in-house staff focussing on the more finesse work.

**RESOLVED:** That an evaluation of the skills within the team be carried out before any adverts are placed to fill positions.

### **332/11 STAFF REPORT**

The chairman reported that with the Town Clerk's imminent resignation which is expected to take effect from the end of the year the committee needs to discuss the process of recruiting a replacement.

The chairman read out a draft advert that she had produced, and thanked Cllr Mrs M Rose for her suggestion that we should ensure that in future the contract for the Town Clerk includes a provision for 3 months notice.

During discussion the following points were raised by committee members.

- Adverts should be placed on the SLCC website which is seen by a lot of clerks, as well as the local press
- Application packs should be placed on our website to speed up the process
- The need for applicants to have, or be willing to obtain the CiLCA qualification
- The likely timescale to recruit a replacement, and employing a locum to cover the position
- Whether the statutory function of RFO could be covered by a councillor, to which the Town Clerk responded that it could be.

**RESOLVED:** That the Chairman meet with the Town Clerk to finalise details of the advert, and investigate the possibility of employing a locum to cover the position.

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The meeting closed at 8:10pm