

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of a meeting of the **Staffing Committee** held **Monday 9th July, 2012** in the **Council Chamber, Town Hall, Marlborough, at 7.00pm.**

PRESENT Councillor Mrs P. Dow Chairman
Councillor Mrs E. Fogg Town Mayor
Councillor G Francis
Councillor A. Kirk Wilson
Councillor G. Loosmore
Councillor R Pitts
Councillor Mrs C Jackson

ALSO PRESENT Mr. Derek Wolfe Town Clerk
Mrs Linda Chapman Civic Secretary
Councillor Barrett-Morton
Councillor B. Castle
Councillor S. Dobson
Councillor N. Fogg
Councillor Mrs. Hannaford-Dobson
Councillor A. Ross
Councillor Mrs M Rose

157/12 **APOLOGIES**

There were no apologies for absence.

158/12 **DECLARATION(S) OF INTEREST**

There were no declaration(s) of interest.

159/12 **MINUTES**

RESOLVED: unanimously that the minutes of the meeting of the Staffing Committee held on the 28th May, 2012 were a true record and signed by the Chairman.

160/12 **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman stated that the committee had some difficult decisions to make this evening, so it was important that Councillors were sensitive to the feelings of individual members of staff.

161/12 **CONSIDERATION OF THE PERMANENT POST OF HEAD GARDENER.**

The Town Clerk pointed out that certain detailed aspects of the way in which a permanent Head Gardener was recruited, plus interim acting-up arrangements might need to be discussed with the press and public excluded later in the meeting. Following

a brief discussion it was proposed by Councillor A Kirk Wilson, seconded by Councillor Mrs E Fogg and -

RESOLVED: unanimously that following the advice of the Town Clerk the post of Head Gardener should be advertised internally.

162/12 EXCLUSION OF THE PRESS AND PUBLIC

Proposed by Councillor G Francis, seconded by Councillor G Loosmore 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

163/12 ACTING HEAD GARDENER – PROPOSED PROGRAMME OF WORK FOR THE QUARTER ENDED 30TH SEPTEMBER 2012.

Richard Beale, the Council's Acting Head Gardener, presented his proposed programme of work in respect of the Council's Outdoor Team priorities for the quarter ending on 30th September. The Chairman of the Amenities & Open Spaces Committee stated that he intended to take the challenges section of the proposed programme back to his Committee for consideration on 23rd June. Richard was thanked by members of the Committee for his helpful and comprehensive document.

(The Acting Head Gardener left the meeting at 7.40pm.)

164/12 REVIEW OF THE COUNCIL'S STAFFING STRUCTURE AND IMPLEMENTATION OF JOB EVALUATION EXERCISE

It was proposed, seconded and:-

RESOLVED: that the Chairman, the Town Mayor and the Town Clerk discuss detailed aspects of the proposed job evaluation exercise, and that the Town Clerk be asked to draft a specification for use when seeking quotations from independent external evaluators with knowledge of local government, with a view to submitting these quotes to the Committee at its next meeting for consideration.

165/12 CONSIDERATION OF THE PERMANENT POST OF HEAD GARDENER

RESOLVED: (1) that employee RB be offered a further period of one month as Acting Head Gardener (until 30th September);
(2) that all Council staff be invited to apply for the post of Head Gardener, with applications to be submitted to the Town Clerk making use of the Council's standard application form by Friday 27th July.

166/12

TOWN CLERK – PROPOSED PROGRAMME OF WORK FOR THE HALF-YEAR ENDED 31ST DECEMBER 2012.

RESOLVED: (1) that the Town Clerk be thanked for the detailed contents of his Proposed Programme of Work report;
(2) that he be asked to send out a note to all Councillors advising that they should not make unannounced visits to the Town Council's offices on Tuesday, Wednesday and Thursday mornings, except in the event of an emergency.

167/12

DATE OF NEXT MEETING

RESOLVED: To note that the next meeting of the Staffing Committee was scheduled for Monday 20th August, 2012 at 7.00 pm.

The meeting ended at 8.33 pm

Signed
Chairman

Dated