

# MARLBOROUGH TOWN COUNCIL

## STAFFING COMMITTEE

Minutes of a meeting of the **Staffing Committee** held **Monday 28<sup>th</sup> May, 2012** in the **Council Chamber, Town Hall, Marlborough at 8.40 pm.**

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<b>PRESENT</b>	Councillor Mrs P. Dow Councillor Mrs E. Fogg Councillor G. Loosmore Councillor A. Kirk Wilson	Chairman Town Mayor
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<b>ALSO PRESENT</b>	Mr. Derek Wolfe Mrs Sue Fry	Town Clerk Office Manager
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### 67/12 ELECTION OF CHAIRMAN

Proposed by Councillor G. Loosmore, seconded by Councillor A. Kirk Wilson and

**RESOLVED:** That Councillor Mrs P. Dow be elected as Chairman of the Staffing Committee for the 2012/2013 Municipal Year.

### 68/12 APOLOGIES

Apologies for absence were received from Councillors Mrs C. Jackson, G. Francis and R. Pitts.

### 69/12 ELECTION OF VICE CHAIRMAN

Proposed by Councillor Mrs P. Dow, seconded by Councillor G. Loosmore and

**RESOLVED:** That Councillor G. Francis be elected as Vice Chairman of the Staffing Committee for the 2012/2013 Municipal Year.

### 70/12 DECLARATION(S) OF INTEREST

There were no declaration(s) of interest .

### 71/12 MINUTES

**RESOLVED:** by 4 votes for with 1 abstention that the minutes of the meeting of the Staffing Committee held on the 13<sup>th</sup> February, 2012 were a true record and signed by the Chairman.

### 72/12 CHAIRMAN'S ANNOUNCEMENTS

There were no Chairman's Announcements.

**73/12 REVIEW OF THE COUNCIL'S STAFFING STRUCTURE AND IMPLEMENTATION OF JOB EVALUATION EXERCISE**

The Town Clerk advised that he wished to bring forward proposals for a proper staffing structure, assisted by the carrying out of an independent job evaluation on all posts. This was with the objective of ensuring that the Council possessed staff who between them had all the necessary skills to enable it to achieve its objectives, as well as ensuring that staff were remunerated fairly. The Chairman requested that comparisons be made with similar staff in other local councils..

**RESOLVED:** unanimously that the Council's Staffing Structure be reviewed and that independent job evaluations be undertaken in respect of the work carried out by staff.

The Chairman requested that the Town Clerk list his key objectives for the next 6 months.

**74/12 DRAFT TRAINING AND DEVELOPMENT POLICY**

The Town Clerk stated that he would like to implement a training and development programme for both Councillors and Officers during the coming months. He asked Councillors to respond to the e-mail he had recently circulated on this subject.

**75/12 EXCLUSION OF THE PRESS AND PUBLIC**

**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

**76/12 RESIGNATION OF HEAD GARDENER AND APPOINTMENT OF TEMPORARY ACTING HEAD GARDENER**

The Town Clerk informed Councillors that following the resignation of the Head Gardener it was necessary to appoint an Acting Head Gardener.

**RESOLVED :** unanimously that an existing member of staff be appointed to this position for a 3 months fixed period commencing on June 1<sup>st</sup> 2012.

The meeting ended at 9.05 pm

Signed .....  
Chairman

Dated .....