

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of a meeting of the **Staffing Committee** held on **Wednesday 6th November, 2013**, in the **Council Chamber, Town Hall, Marlborough, at 2.30 pm.**

PRESENT	Councillor Mrs P. Dow Councillor G Loosmore Councillor Mrs E.M. Hannaford-Dobson Councillor A. Kirk Wilson Councillor Mrs M. Rose Councillor B. Castle Councillor M. Hall	Chairman Town Mayor
ALSO PRESENT	Mrs S. Parker	Town Clerk

- 325/13 APOLOGIES**
An apology for absence was received from Councillor L. Farrell.
- 326/13 DECLARATION(S) OF INTEREST**
There were no declarations of interest or requests for dispensations.
- 327/13 CHAIRMAN'S ANNOUNCEMENTS**
Members of the Grounds Team had undertaken strimming/brushcutting training and all had passed the course.

The Grounds Team and other members of staff had taken part in free defibrillator training at the Town Hall
- 328/13 MINUTES**
RESOLVED: that the minutes of the meeting of the Staffing Committee held on the 2nd September, 2013 were a true record and signed by the Chairman.
- 329/13 TOWN CLERK'S REPORT**
The Town Clerk's report was noted.
- 330/13 JOB EVALUATION AND STAFFING REVIEW**
The Town Clerk's report and Action Plan were noted.

RESOLVED: that recommendations 13-24 of the Job Evaluation Report are carried out in line with the Action Plan and that those with financial implications are referred to the Finance & Policy Committee as follows:
i) the position of Foreman is advertised internally, interviews undertaken and an appointment made within the current Financial Year

- ii) the position of part time Receptionist/Administrator is locally advertised with recruitment in early spring for an appointment to be made for the start of the 2014/15 Financial Year
- iii) that the Training Budget is increased to £5,000 in 2014/15
- iv) that a review of IT is carried out as a priority and within existing budgets.

331/13 CHRISTMAS AND NEW YEAR OPENING HOURS

The contents of the Town Clerk's were noted.

RESOLVED: that the Town Council offices will be closed from 12.30pm on Tuesday, 24th December 2013 and re-open on Thursday, 2nd January 2014. Staff would take annual leave or accrued TOIL for this time and that there would be some cover during this period by the Grounds Team and emergency numbers in place for the office. In line with other local authorities, the afternoon of 24th December would be taken as a privilege holiday.

332/13 EXCLUSION OF THE PRESS AND PUBLIC

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

333/13 STAFFING ISSUES

The Town Clerk's report and Action Plan were noted.

RESOLVED: that recommendations 1-12 of the Job Evaluation exercise are carried out in line with the Action Plan and that those with financial implications are referred to the Finance & Policy Committee as follows:

- i) Spinal increments are paid to the members of staff identified in the Job Evaluation Report and should take effect from 15th December 2013
- ii) That no back dated pay be awarded to a member of staff as a result of the Job Evaluation exercise.
- iii) That a separate budget line is included for overtime as part of precept setting for 2014/15 rather than inclusion in the overall salary budget line. Also, that the Working Party looking at the current Town Hall charging rates considers how overtime costs might be included within any new hiring rates

Also that:

- iv) A reviewed Enhancement/Deputising Policy is submitted to Finance & Policy for adoption and drafted in line with those of other town and parish councils

And that:

- v) Recommendations made by the Council's Employment and Health and Safety Advisors are followed through with regard to a member of staff and any costs falling outside of existing budgets are referred to the Finance & Policy Committee.

The meeting closed at 4.55 pm

Signed
Chairman

Date