

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the Staffing Committee held on **Monday 11th December 2006**
in the **Council Chamber, Town Hall, Marlborough at 7.35pm.**

PRESENT Councillor G. Francis Chairman
Councillor M. Curtis Vice Chairman
Councillor B. Castle Town Mayor
Councillor Mrs P. Dow
Councillor Mrs C. Jackson
Councillor A. Ross

ALSO PRESENT Mrs Pam Dobson Town Clerk
Councillor S. Dobson
Councillor Mrs E. M. Hannaford-Dobson

NOTICE OF MEETING – Public Notice of the meeting has been given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

375/06 **APOLOGIES**

Apologies for absence were received from Councillor D. Parker

376/06 **DECLARATION(S) OF INTEREST**

There were no Declaration(s) of Interest

377/06 **CHAIRMAN'S ANNOUNCEMENT**

The Chairman reminded members of the importance of having trained staff especially in First Aid.

Part 2 Proposed by Councillor Francis, seconded by Councillor B. Castle and

RESOLVED : unanimously that the Public and Press be asked to leave the meeting due to the fact that matters of a legal and confidential nature were to be discussed.

378/06 **REVISED JOB DESCRIPTIONS WHERE APPROPRIATE**

Members had previously been circulated with revised Job Descriptions required to reflect changes in the roles identified through staff appraisals. A lengthy discussion took place and the following amendments were agreed

That the job descriptions for Outdoor Staff Posts 2-5 are amended to read "that the supervision of all posts is the day to day responsibility of the Senior Groundsman".

That the job description for Administration Staff Post 1 be amended at 17 to read "Membership of the professional body, The Society of Local Council Clerks, is

recommended” and also at 19 “To oversee the administration of five charities, (The Leaf Bequest, The Thomas Ray Foundation, Eddison Bequest, Jubilee Field Trust, Charity of Thomas Willoughby).

A discussion took place on the suggestion of re-grading the Administration staff Post 2 of Office Manager to Assistant Clerk, subject to the successful completion of training commensurate with the role by the current postholder. The Chairman suggested that the title of the post should be Assistant Town Clerk, as the postholder would be expected to carry out the role of Town Clerk in the event of illness etc. The Chairman allowed Councillor Dobson and Councillor Mrs. Hannaford-Dobson to speak against the principle of appointing an Assistant Town Clerk. However, after further discussion by the Staffing Committee it was

Proposed by Councillor Mrs. P. Dow and seconded by Councillor A. Ross and

RECOMMENDED: unanimously that Administration staff Post 2 be re-graded as Assistant Town Clerk, subject to the postholder completing the required training.

A discussion took place on Town Hall Post 1. The Town Clerk pointed out that there had been no written job description and it was agreed that although the revised job description outlined the role, consideration needed to be given to what was required to manage the Town Hall. It was agreed the job description be amended to a spot spinal column point of 19 rather than a range and that further detailed discussion take place at the next Staffing Committee meeting on the requirements of the post.

Proposed by Councillor G. Francis and seconded by Councillor P. Dow and

RECOMMENDED: unanimously that the revised job descriptions with the amendments as detailed be adopted by the full Council.

379/06

SALARY REVIEW

Members had previously been circulated with details of reviewed salary scale points to rationalise the system and to address the disparity for members of staff identified as having increased responsibility. It was confirmed that the budget for 2007/2008 had been set to take account of potential changes and reflected a 6% increase overall which included a potential 3% national inflationary increase from April 2007.

The Chairman allowed Councillor Dobson and Councillor Mrs. Hannaford-Dobson to voice their concerns regarding staff costs and it was agreed that staffing levels should be subject to periodic review by the Staffing Committee.

A discussion took place on the continued requirements of health and safety and the Committee agreed that the current post should be reviewed in one year but that meanwhile training be provided for a full time member of staff to undertake the role.

Proposed by Councillor G. Francis and seconded by Councillor P. Dow and

RECOMMENDED: by 5 votes for with 1 abstention that the reviewed salary scale points be adopted by the full Council.

TRAINING

A report had been circulated on the training needs identified but there was a need to prioritise the available funding.

It was agreed that the budget for training should be prioritised to provide training for Outdoor Staff Post 1 to undertake recognised Health & Safety training to attain NEBOSH. That First Aid Training is provided for all staff to the appropriate level. That where possible training be provided "in house". That Administration staff Post 2 undertake the computerised payroll training and SLCC Working with your Council. That other training is undertaken as and when the budget allowed.

Proposed by Councillor G. Francis seconded by Councillor P. Dow and

RECOMMENDED: unanimously that the training budget be prioritised as detailed.

Meeting Closed at 9.16 p.m.