

MARLBOROUGH TOWN COUNCIL

STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held on the **21st January, 2008** in the **Council Chamber, Town Hall, Marlborough** at **9.02 pm**.

PRESENT	Councillor G. Francis Councillor Mrs P. Dow Councillor Mrs E. Fogg Councillor Mrs M. Rose Councillor R. Pitts	Chairman Town Mayor
ALSO PRESENT	Mrs Pam Dobson Mrs Sue Fry Councillor B. Castle Councillor A. Kirk Wilson Councillor R. Notton Councillor S. Radnedge	Town Clerk Office Manager Observing Observing Observing Observing

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

446/07 APOLOGIES

Apologies for absence were received from Councillors Mrs E.M. Hannaford-Dobson and A. Ross.

447/07 DECLARATION(S) OF INTEREST

The Town Clerk Declared an Interest in Agenda Item 5 (e) and Agenda Item 9.

448/07 CHAIRMAN’S ANNOUNCEMENTS

There were no Chairman’s Announcements.

449/07 UPDATE ON OUTSTANDING ITEMS.

a) Relief Macebearer.

The Town Clerk informed members that the position of Relief Macebearer will be advertised in the winter edition of the Greyhound.

b) Management of Town Hall

The Town Clerk reported due to a health problem the Town Hall Caretaker was at present on light duties and was being assisted by the relief caretaker.

450/07

TRAINING REQUIREMENTS - To make recommendations on requirements –

a) For Ground staff – Tractor & back hoe operation/Pesticides/Chainsaw operation –

Proposed by Councillor Mrs P. Dow, seconded by Councillor Mrs E. Fogg and –

RECOMMENDED: unanimously that the Senior Groundsman undertake training in pesticides, Ryan Atcherley undertake a chainsaw course and Barry Lord undertake tractor and backhoe training.

b) Improving Literacy – Training for staff who would benefit from improved confidence in literacy.

After discussion it was agreed that the Chairman would investigate available literacy courses and report back to the next meeting of Staffing.

c) Locally available IT Training – To receive information on Wiltshire College Mobile IT Centre and the courses available.

After discussion it was agreed that this training may be of benefit to the senior groundsman. Councillor R. Pitts said that he would visit the centre to see what level of training was available and then report back to the next meeting of Staffing.

d) NVQ Level 2 Business Administration for Post holder of Civic Secretary/Administrative Assistant

Proposed by Councillor Mrs P. Dow, seconded by Councillor Mrs E. Fogg and –

RECOMMENDED: unanimously that Civic Secretary/Administrative Assistant should be encouraged to study this course.

The Town Clerk left the room at 9.23 pm.

e) ILM Level 5 Award in Management for Post holder of Town Clerk/RFO (copy herewith)

After discussion it was agreed that the Chairman would contact Lackham College to enquire how this course would be delivered and also Cheltenham and Gloucester University to see if they run this course. Funding for this course would also have to be investigated. Councillor R. Pitts said that he would investigate to see if there were any mentoring facilities in operation that may be of assistance to the Town Clerk.

The Town Clerk returned to the room at 9.30 pm.

451/07

IMPLICATIONS FOR STAFF WITH CURRENT AND FORTHCOMING FUNDING BIDS – to consider how the following projects will affect staff time and make Recommendation thereon.

a) Town Hall Project

The Town Clerk reported that the current level of staffing was inadequate to continue with this project should HLF funding be sought. After discussion it was decided that the possibility of engaging Miss C. Wakeham as a consultant should be investigated.

b) Big Lottery - Innovative Play

It was decided that should Miss Wakeham be engaged to continue with the Town Hall Project that her services along with the help of Councillor Pitts could be of benefit to this project.

c) Potential Future Projects

It was felt that this item had already been covered.

PART 2

Proposed by Councillor G. Francis, seconded by Councillor Mrs P. Dow and –

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

452/07

CHANGES TO STAFFING STRUCTURE – to make recommendation on the following –

a) Request from M. Plank to reduce from full time to part time.

After discussion it was –

Proposed by Councillor Mrs M. Rose, seconded by Councillor Mrs E. Fogg and -

RECOMMENDED: unanimously that Mr. M. Planks request be granted.

b) Recruitment of Apprentice Grounds person

After discussion it was –

Proposed by Councillor R. Pitts, seconded by Councillor Mrs E. Fogg.

RECOMMENDED: unanimously that the Town Clerk proceed with the recruitment of an Apprentice Grounds person.

c) Recruitment of Apprentice Office Junior

After discussion it was –

Proposed by Councillor R. Pitts, seconded by Councillor Mrs E. Fogg –

RECOMMENDED: unanimously that the Town Clerk proceed with the recruitment of an Apprentice Office Junior.

453/07

REQUEST FOR POST HOLDER OF CIVIC SECRETARY/ADMINISTRATIVE ASSISTANT TO JOIN COUNTY COUNCIL PENSION SCHEME - to make recommendation thereon.

After discussion it was –

Proposed by Councillor G. Francis, seconded by Councillor Mrs P. Dow and –

RECOMMENDED: unanimously that the request from the Civic Secretary to join the County Council Pension Scheme be granted.

Councillor Mrs E. Fogg left the meeting at 9.55 pm

The Town Clerk left the room at 9.55 pm

454/07

STAFF IN TOWN COUNCIL OWNED ACCOMMODATION - To receive a proposal from Cllr. Pitts that Staff in Council accommodation should not be charged more than equivalent housing association properties and make recommendation thereon

After discussion it was agreed that more investigative work was required on this proposal and that when further figures had been obtained this item can be placed on a future agenda.

The meeting closed at 10.10 pm