

## MARLBOROUGH TOWN COUNCIL

### STAFFING COMMITTEE

Minutes of the meeting of the **Staffing Committee** held on the 27<sup>th</sup> October 2008 in the **Council Chamber, Town Hall, Marlborough at 8.10 pm**

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<b>PRESENT</b>	Councillor G. Francis Councillor Mrs P. Dow Councillor A. Ross Councillor A. Kirk Wilson Councillor G. Loosmore Councillor A. Sycamore	Chairman Town Mayor
<b>ALSO PRESENT</b>	Mrs Pam Dobson Mrs Sue Fry Councillor B. Castle	Town Clerk Office Manager Observing

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**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.**

#### **272/08 APOLOGIES**

An apology for absence was received from Councillor Mrs E. Fogg - Personal

#### **273/08 DECLARATION(S) OF INTEREST**

There were no Declaration(s) of Interest.

#### **274/08 CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's Announcements

#### **275/08 UPDATE ON OUTSTANDING ITEMS**

a) Update on appointment of Relief Macebearer

The Town Clerk informed the Committee that Mr. D. Sherratt has accepted the position of Relief Macebearer and that Mr. D. Smithers would be happy to stand in when needed. A letter of thanks will be sent to Mr. Sherratt and Mr. Smithers.

b) Update on training requirements and confirmation of training completed.

a) *For Ground staff – Tractor & back hoe operation/Pesticides/Chainsaw operation –*  
The Clerk reported that none of this training had taken place due to pressure on staff levels during the summer months, it is hoped that this can be progressed before the end of the financial year.

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

The Chairman had investigated literacy courses, but only those available at Swindon College, and there would be difficulty with transport for one member of staff, further investigation needs to be undertaken to see if something is available on line or more locally.

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

The Senior Groundsman had attended a free course for a number of weeks, but the service was withdrawn in the late spring by WCC because KDC used the space in the George Lane Car Park.

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

This has not been progressed due to the absence of the Town Clerk over the summer and office staff being under increased pressure.

f) *ILM Level 5 Award in Management for Post holder of Town Clerk/RFO*

The Chairman had agreed to contact Lackham College to find out more about this course, this had not been progressed but in the event that funding had been approved, the Town Clerk would not have been able to undertake the training due to her absence in the Summer.

g) *Training to update the First Aid Certificates for the Office Manager and Senior Groundsman*

This training had been carried out in May 2008 and will be valid for three years; a short refresher course lasting approximately 3 hours can update the certificate in 2011.

h) *Working with Your Council Course to be undertaken by Office Manager*

This workbook-based course has been obtained, the commencement has been delayed due to office staffing levels over the summer but a start date for the Office Manager will be discussed at the Staff Appraisals.

i) Councillor Castle (observing) requested that the Committee consider whether attendance by the outside staff at the annual Saltex Exhibition held in Windsor, was an appropriate use of their time ?

The Committee, after a full discussion agreed that there were significant benefits to be gained by all staff in experiencing, by interaction the latest exhibits, techniques and products in their specialised field of service to the public of Marlborough.

**276/08**

## **STAFF APPRAISALS**

The Town Clerk informed the Committee that the date for Staff Appraisals has been set for the 30<sup>th</sup> October, 2008.

**277/08**

## **STAFFING COMMITTEE BUDGET – 2009/2010**

It was agreed that the meeting to discuss the Staffing Committee Budget 2009/2010 will provisionally be held on the 17<sup>th</sup> November, 2008, subject to availability.

## **PART 2**

Proposed by Councillor P. Dow, seconded by Councillor A. Ross  
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.

**278/08**

### **EXTENSION OF TEMPORARY CONTRACT FOR PART TIME GROUNDSMAN**

The Committee discussed the extension of the temporary contract for the Part Time Groundsman.

Proposed by Councillor Mrs P. Dow, seconded by Councillor A Kirk  
Wilson and –

**RESOLVED:** unanimously that the temporary contract for the part time groundsman should be extended for a further 6 months.

**279/08**

### **STAFFING STRUCTURE**

The Staffing levels had been considered at the meeting held 14<sup>th</sup> April 2008 (minute 605/07) and it was recommended that although sufficient at that time they would need to be reviewed in the light of possible delegation of services and future projects. Although the transition to a unitary authority is underway, there will be no changes to the current services delivered by WCC and KDC at 1<sup>st</sup> April 2009.

Members of the Staffing Committee felt that it was appropriate for some councillors to be directly involved in the Appraisal process, especially to assess the current skill levels and agree where training will be required. The Town Clerk welcomed their interest and involvement and suggested that this year as the initial process was already underway a two phase appraisal with the second part carried out with the assistance of the Staffing Committee members.

Proposed by Cllr. G. Francis, seconded by Councillor A. Kirk Wilson  
and -

**RESOLVED:** unanimously that Cllr. A. Sycamore and Cllr. G. Loosmore assist with the appraisal process.

**Mrs S. Fry left the meeting.**

**280/08**

### **SPINAL INCREMENT FOR FIRST AID TRAINING**

A request had been received from post holders of Office Manager and Senior Groundsman for a spinal salary increment in recognition of responsibility for carrying out First Aid at Work training. After discussion, Councillors felt that a spinal increment was not appropriate and it was –

Proposed by Cllr. Mrs. P. Dow, seconded by Councillor A. Sycamore  
and -

**RECOMMENDED:** unanimously that a payment of £200, is paid once a year to each  
recognised first aider for the duration of their responsibility.

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The meeting closed at 9.30 pm