

Agenda No 3a

A meeting of the Resources Committee was held on Tuesday 15th January 2019 in the Council Chamber, Council Offices, North Street, Ilminster on the rising of the Planning, Highways and Transport Committee (20:28hrs)

Present

Chair: Cllr V Keitch,

Councillors: Cllr D Belobaba, Cllr J Dewick, Cllr J Fagan, Cllr M Gunn, Cllr S Shepherd, Cllr R Swann and Cllr A Walker

In attendance

Officers: Miss J Norris (Town Clerk)

Councillors: Cllr P Burton, Cllr J Fowler Cllr M James, Cllr A Shearman

No members of the public were present at the meeting.

R 214 Apologies for absence

No Apologies for absence were received from Councillors as all committee members were present .

R215 Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda.

R216 Minutes

a) The minutes of the Resources meeting held on 16th October 2018 were considered

RESOLVED that the minutes of the Resources Committee held on 16th October 2018 be confirmed as a correct.

b) There were no items on the action list relating to the Resources Committee.

R217 Staffing Structures

The Committee considered future staffing structures

Issues raised and discussed during consideration of this agenda item included:

- The RFO role is currently part of the Town Clerk's responsibilities
- Removing the RFO role from the Town Clerk would free TC up for other project work
- Hours of work for the Town Clerk and the Deputy Clerk
- The advantages and disadvantages of part time and full-time employees
- The hours the Town Council office is open to the public and Councillors
- Wage rates need to be realistic to attract good calibre candidates
- Line management responsibility and allowing managers to manage
- Unexpected situations will always occur and need dealing with
- The town is growing, the increasing population will require more services and that will impact on staffing requirements
- The Town Council needs to be able to grow in the future if required to reflect the growth of the town
- It is possible to contract out some Open Spaces work

RESOLVED TO RECOMMEND TO COUNCIL that subject to negotiations with existing permanent staff

- (i) the Town Council's permanent staff comprise
 - Town Clerk – full time
 - Deputy Town Clerk – full time
 - Administrator - full time
 - Senior Open Spaces Warden – full time
 - Open Spaces Warden – full time
- (ii) that the statutory role of Responsible Financial Officer (RFO) moves from the Town Clerk to the Deputy Town Clerk
- (iii) that the Town Clerk is line manager for the Deputy Town Clerk and the Administrator
- (iv) that the Deputy Town Clerk is the line manager for the Senior Open Spaces Warden
- (v) that 6 months after the new structure is implemented consideration is given to the employment of an apprentice
- (vi) that there is budget provision for access to people with specialist knowledge e.g. HR, cemetery
- (vii) that there is budget provision for a full time seasonal open spaces worker to be employed 1 April – 30 September

R218 Working Group

Consideration was given to setting up a working group to identify potential learning arising from recent staffing situations.

RESOLVED TO RECOMMEND TO COUNCIL

- (i) that a working group be set up to review the management processes and accountable responsibilities through which the Open Spaces Team has currently been managed, with particular reference to the Reports and complaints arising from recent disciplinary actions and, in so doing, to meet with key individuals including the Town Clerk for their input; and to make recommendations to the Town Council for consideration at the March 2019 meeting as to what improvements should be put in place in response to the lessons learnt.
- (i) that the working group comprise Councillors Belobaba, Dewick and James

The meeting closed at 21:16hrs