

**Staff Recruitment - Confirmation of Salary Range**

**RECOMMENDED**

- (I) That it is confirmed that the **Salary Scale Points for the Grounds Manager post are 19-22 salary range £24,799 - £26,317**
- (II) That the salary scale points and salary ranges are agreed as follows:
 

<b>Assistant Grounds Manager</b>	<b>SCP 5-8</b>	<b>£18,795 - £19,945</b>
<b>Deputy Clerk</b>	<b>SCP 19-22</b>	<b>£24,799 – £26,317</b>
<b>Administration Officer</b>	<b>SCP 5-8</b>	<b>£18,795 - £19,945</b>

**Introduction**

1. The Town Council has recently considered its staffing structure and indicated broad areas of responsibilities for jobs. Consideration of the salary range that the currently vacant posts should be advertised at is now required.

**Grounds Manager**

2. The Grounds Manager role was considered by the Mayor, Chair of Resources and Chair of the Open Spaces Committee and took into account the staffing issues prevalent at the time and the emerging report of the Councillor Working Group on Management Processes.
3. Informal guidance was sought from Councillors and the Mayor (Cllr Fowler) , Chair of Resources (Cllr Keitch) and Chair of Open Spaces Committee (Cllr Shepherd) instructed the Town Clerk to advertise the Grounds Manager position on a salary scale of £23,866 – £25,463pa - salary scale points 26-28, as at January 2019.
4. The Grounds Manager did not take up appointment until 13 May 2019 by which time the scale point numbering had changed and the new salaries applied (1 April 2019); the Grounds Manager’s contract therefore has given the salary as £24,799 - £26,317 – scale points 19-22.

**Current Vacant Positions**

5. The Mayor (Cllr Burton), Deputy Mayor (Cllr Shepherd) and Chair of Resources (Cllr Dewick) met informally with the Town Clerk on 22 May 2019 to discuss the office staffing structure.
6. The Chair of the Open Spaces Committee (Cllr Gunn) was consulted, by email about the Assistant Grounds Manager.
7. Taking into account the discussions referred to in 6 & 7 above the table below indicates the suggested salary scales for the positions currently vacant.

## Agenda No 7

<b>Job Title</b>	<b>Previous Salary Scale Point (Pre April 2019)</b>	<b>Previous Salary Range</b>	<b>Suggested Salary Scale Point (April 2019)</b>	<b>Suggested Salary Range (April 2019)</b>
Assistant Grounds Manager (previous nearest similar role – Open Spaces Warden)	8-10	£16,626 – £16,863	5-8	£18,795 - £19,945
Deputy Clerk	22	£21,074	19-22	£24,799 – £26,317
Administration Officer	13	£17,391	5-8	£18,795 - £19,945

Note:

- (i) The Deputy Clerk will be the Line Manager for the Grounds Manager (although both will be on the same Salary Range).
- (ii) There is a current Town Council resolution that the role of Responsible Financial Officer (RFO) will move from the Town Clerk to the Deputy Town Clerk. This would be a significant change to the Town Clerk's employment conditions and as such needs to be negotiated and the reason for change evidenced in a business case. The role of RFO attracts an additional salary scale point. This has not been factored into the suggested Salary Scale Points and Salary Range given in the table above. It has been suggested that this resolution be reviewed following appointment of the Deputy Clerk.

Report Prepared 11.06.19

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