

Resources Committee 15 January 2019 Recommendations to Council

1. At its meeting on 15 January 2019 (minute R217) the Committee considered the Town Council's Staffing structure and makes the following recommendation:

“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”

2. At its meeting on 15 January 2019 (minute R218) the Committee considered setting up a working group to identify potential learning arising from recent staffing situations and makes the following recommendation:

- (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