

St Austell Town Council



To: All Members of the Staffing Committee

Dear Councillor

You are summoned to attend a meeting of **the Staffing Committee** to be held on **Tuesday 19th April 2022** at **6pm** at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.

Due to the confidential nature of the business to be transacted, Members of the public are entitled to join the meeting for items 1 to 4

David Pooley
Town Clerk

11th April 2022

Tel: 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

- 3. Minutes of meeting held on 5th November 2021**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record).

**Pages
1 to 4**

4. Matters to note

A verbal update from the Town Clerk on the actions taken since the last meeting.

Note: No decision may be made under this agenda item.

5. To consider excluding the press and public.

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:

Items 6 and 7 are confidential because they contain sensitive staffing information.

6. Review of Staffing

**Pages
5 to 14**

(Purpose: To provide Members with a review of the Council's staffing structure and an update on a number of staffing changes/issues since the last meeting).

7. Staff Sickness Absence

**Pages
15 to 16**

(Purpose: To provide Members with details of staff sickness absences for the period 1st April 2021 to 31st March 2022). (Report attached).

8. Date of Next Meeting

To be confirmed.

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 5th NOVEMBER 2021 at 9am in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP.

Present:

Councillors: Bull, French, Pearce and Pears.

In attendance:

David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

S/21/01) Apologies for Absence

Apologies for absence were received from Councillor Double.

S/21/02) Declarations of Interest

The Town Clerk and Deputy Town Clerk declared an interest in Agenda Item 10 – Staff Development Reviews.

S/21/03) Minutes of meeting held on the 22nd January 2021

It was **RESOLVED** that the minutes of the Staffing Committee held on 22nd January 2021 should be approved and signed as a correct record.

S/21/04) Matters to Note

The Clerk advised that he had nothing to add.

S/21/05) National Pay Negotiations

The Clerk advised that the Unions have rejected the final offer of a 1.75% pay increase and that the Unions representing local government workers are preparing to ballot their members for industrial action.

S/21/06) To consider excluding the press and public

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

S/21/07) Update on Staffing Matters

The Clerk explained the current staffing structure and the pressures that the Management and Administration Team are under. He advised that the Finance/Administration Support Officer is now working four days a week, as previously agreed, but there is still a need for general support, particularly with community projects and initiatives.

He outlined the vacancy which has arisen in the Grounds Maintenance Team and the need to recognise the performance and level of work undertaken by postholders TC17 and TC20.

During discussion, Members expressed their concern at the pressures that the Management and Administration Team are under and felt that a review of the staffing structure is urgently needed to establish how the team can be made more sustainable for the future.

It was **RESOLVED** to:

1. Note the contents of the report;
2. Regrade postholders TC17 and TC20 from spinal column point 4 to spinal column point 5 with effect from 1st January 2022;
3. Authorise the Town Clerk to advertise and appoint to the vacant position of Grounds Maintenance Operative early in the New Year.

It was **FURTHER RESOLVED** that the Town Clerk should, within a 6-month period, bring a report back to the Staffing Committee with a draft staffing structure that provides for additional resource to future proof the Management and Administration Team and provides a comparison with the staff resources in other Town Councils.

Councillor Pearce left the meeting

S/21/08) Regeneration Officer

The Clerk introduced the background to the appointment of a Regeneration Officer and the envisaged skills required to fulfil the job role.

During discussion, Members suggested some amendments to the job advertisement and person specification and expressed strongly during discussions that the post should be recruited and managed by the Town Council. It was also suggested that the Town Councillors on the panel have the right to veto the recruitment process if a suitable person cannot be identified.

It was **RESOLVED** to:

- i. approve the advertisement, job description and person specification subject to the amendments suggested;
- ii. appoint Councillors Bull and French to the recruitment panel, with the Town Clerk and a representative from Cornwall Council in attendance as advisors;
- iii. authorise the Town Clerk to advertise the position and undertake a shortlisting process in consultation with the panel members;
- iv. Authorise the Town Clerk, in consultation with the interview panel, to negotiate the salary and terms of employment for the successful candidate and to make an appointment for a 12 month period.

S/21/09) Staff Sickness Absence

Members noted a report of staff sickness and raised no concerns.

The Town Clerk and Deputy Town Clerk re-iterated their interest in the next agenda item and left the meeting

S/21/10) Staff Development Reviews

The Committee reviewed the Staff Development Reviews for the Town Clerk, Deputy Town Clerk and Operations Manager. They thanked the Town Clerk for his excellent performance during the ongoing pandemic, particularly with regard to the management of the Council's finances, the Deputy Town Clerk's management of the library and the Operations Manager's operation of the grounds maintenance service.

It was **RESOLVED** to:

- i) approve an one-off honorarium in the sum of £1,000 for postholder TC1 and approve the regrading of postholders TC2 and TC3 from spinal column point 31 to spinal column point 32 with effect from 1st January 2022.

S/21/11) Date of Next Meeting

To be confirmed.

The meeting closed at 11am.

