

# 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 in the **Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP** on **Friday 5<sup>th</sup> October 2018** at **9.30am**.



David Pooley  
**Town Clerk**

1<sup>st</sup> October 2018

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## **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 Monday 19<sup>th</sup> July 2018**

**Pages  
1 to 4**

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

- 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 6-8 are confidential because they contain sensitive staffing information.

**6. Grounds Maintenance Staff**

**Pages  
5 to 8**

(Purpose: To review the pay levels of employees 17 and 18).  
(Report attached).

**7. Library Staff Alignment**

**Pages  
9 to 14**

(Purpose: To consider agreeing a strategy for the alignment of library staff terms and conditions). (Report attached).

**8. Operations Manager**

**Pages  
15 to 16**

(Purpose: To consider approving a professional training opportunity for the Operations Manager). (Report attached).

**MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on THURSDAY 19<sup>th</sup> JULY 2018 at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 9.30am.**

**Present:**

Councillors: Bull, French, Jones, King, Lanxon and Palmer.

**In attendance:**

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

**S/18/01) Election of Chairman**

It was **RESOLVED** that Councillor King be elected Chairman of the Staffing Committee for the 2018/19 civic year.

**S/18/02) Election of Vice-Chairman**

It was **RESOLVED** that Councillor Lanxon be elected Vice-Chairman of the Staffing Committee for the 2018/19 civic year.

**S/18/03) Apologies for Absence**

There were no apologies for absence.

**S/18/04) Declarations of Interest**

The Deputy Town Clerk declared an interest in agenda item 9 in as far as it related to her.

**S/18/05) Minutes of meeting held on the 15<sup>th</sup> January 2018**

It was **RESOLVED** that the minutes of the Staffing Committee held on 15<sup>th</sup> January 2018 should be approved and signed as a correct record.

**S/18/06) Matters to Note**

The Clerk advised that he had nothing to add to the minutes.

**S/18/07) 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/18/08) Community and Projects Officer**

The Town Clerk introduced a report relating to a Community and Projects Officer which provided detailed recommendations for the recruitment of an additional part time post following the agreement previously in January 2018 to recruit a Projects Officer. Members discussed the Job Description and draft Person Specification.

It was felt that access to or use of a vehicle should be “essential” not “desirable” and that the Person Specification should be amended accordingly. It was also agreed that there was a need for a community development role as well as a projects role and that the two could be linked.

The Clerk advised that initially it was proposed to recruit an officer for two days per week but that the job would expand over time and that there was a possibility that more days would be required in the future.

Members discussed the advertising process and whether or not recruitment advertisements should be placed in the local newspapers. Members agreed that the Town Council’s website, Cornwall Council’s website and other on-line services should be used to advertise the post.

It was **RESOLVED** that the Town Clerk be authorised to recruit a Community and Projects Officer on a salary of spinal column point 23 for up to 3 days per week.

It was **FURTHER RESOLVED** that the advertisement for the post should be placed in both the St Austell Voice and the Cornish Guardian.

*\*\* Councillors French and Jones abstained from voting on the above resolution\*\**

### **S/18/09) Staffing Review**

The Deputy Town Clerk provided an update on Library staffing matters and explained that the staff were performing well and that there was a good team spirit within the library. She explained that Cornwall Council were using St Austell as an exemplar for the summer reading challenge and that 100 out of the 700 children signed up to the scheme had signed up through St Austell library. The library is currently achieving 8,000 visits per month and the hope is to make it grow more and more in to a community hub. It is hoped that refreshments will be offered soon, and vending opportunities are being explored. The need to find a plastic free solution including a cold-water facility were discussed. The Deputy Town Clerk reassured Members that the staffing establishment was about right with 8 staff (5.4 FTE).

The Town Clerk advised that the latest recruits within the Grounds Maintenance Team were working well but that the team were feeling the strain slightly at the moment with the very dry weather and some machinery breakdowns.

*\*\*The Deputy Town Clerk left the meeting for the remainder of this item\*\**

The Town Clerk provided an update on the functioning of the management and administration team. He advised that the Deputy Town Clerk and Operations Manager were working very well and that they continued to manage large work loads very efficiently. He recommended that their good performance be recognised in the form of an incremental progression.

Members discussed the development needs of the Deputy Town Clerk and Operations Manager and praised their performance and contribution to the work of the Council.

It was **RESOLVED** to:

1. Note the contents of the report;
2. Approve the re-grading of employee numbers 2 and 3 from spinal column point 34 to spinal column point 35 in recognition of the excellent work undertaken and the achievements with effect from 1<sup>st</sup> August 2018;
3. Review the salaries of employee numbers 17 and 18 later this year; and
4. Review the terms and conditions of library staff later this year to better align them with other Town Council employees.

*\*\*The Deputy Town Clerk returned to the meeting\*\*  
\*\* Councillor French left the meeting \*\**

### **S/18/10) Staff Training**

Members noted schedules of training undertaken by each Member of staff from April 2017 to June 2018.

It was **RESOLVED** to note the report.

### **S/18/11) Staff Development Reviews**

Members considered the Staff Development Review reports for the Town Clerk, Deputy Town Clerk and the Operations Manager. It was noted that there were some target dates missing from the review of the Operations Manager and that these should be corrected.

It was **RESOLVED** to note the report.

The meeting closed at 10.40am.

