

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 **Thursday 19th July 2018** at **9.30am**.

David Pooley
Town Clerk

13th July 2018

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

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**
- 3. Apologies for Absence**
- 4. Declarations of Interest**

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

- 5. Minutes of meeting held on Monday 15th January 2018**

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

**Pages
1 to 4**

6. 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.

7. 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 8-11 are confidential because they contain sensitive staffing information.

8. Community and Projects Officer

**Pages
5 to 12**

(Purpose: To consider appointing a Community and Projects Officer). (Report attached).

9. Staffing Review

**Pages
13 to 18**

(Purpose: To update members on a number of staffing matters and suggest minor changes to the staffing establishment). (Report attached).

10. Staff Training

**Pages
19 to 24**

(Purpose: To receive an update on staff training undertaken). (Training records attached).

11. Staff Development Reviews

**Pages
25 to 42**

(Purpose: To note the latest staff development reviews of the Town Clerk, Deputy Town Clerk and Operations Manager) (Reviews attached).

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on MONDAY 15th JANUARY 2018 at The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 6pm

Present:

Councillors: Bull, Jones, Lanxon, Palmer, Styles and Walker (Chair).

Also Present:

Councillor King.

In attendance:

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

S/17/11) Apologies for Absence

Apologies for absence were received from Councillor French.

S/17/12) Declarations of Interest

There were no declarations of interest.

S/17/13) Minutes of meeting held on the 7th July 2017

It was **RESOLVED** that the minutes of the Staffing Committee held on 7th July 2017 should be approved and signed as a correct record.

S/17/14) Matters to Note

The Clerk advised that he had nothing to add which would not be covered within the agenda.

S/17/15) Training and Development

The Deputy Town Clerk outlined the records maintained for training for Members and staff. Arising from the review of training undertaken, it was suggested that the Cornwall Councillors' training could be incorporated into the Town Council's training records. It was agreed that the Town Clerk should speak to the Cornwall Councillors about whether or not they wish their Cornwall Council training records to be incorporated with the Town Council's training records.

It was also suggested that Cornwall Council provide modular planning training for Cornwall Councillors which could be shared with Town Councillors. It was agreed to further investigate this.

The Deputy Town Clerk offered to circulate information regarding the Universal Credit and Members asked for a briefing on this matter if possible.

The Deputy Town Clerk advised that CALC were offering training on the Data Protection Regulations in March and it was hoped that officers could attend this.

It was **RESOLVED** that the report be noted together with the comments above.

S/17/16) Local Government National Pay Negotiations 2018

The Clerk advised that the National Employers for Local Government Services had made a pay offer covering the period 1st April 2018 to 31st March 2020. He advised that the pay offer for the 1st April 2018 and the 1st April 2019 were loaded in favour of low income employees with higher percentage increases for those on low pay scales than those on high pay scales with a view to closing the gap between pay and the National Living Wage (NLW). The Clerk advised that if the Council applied the pay award offered in accordance with its current policy, the Town Council should be able to register as a Living Wage Foundation Employer.

It was **RESOLVED** to seek to become a Living Wage Foundation Employer and to apply the national pay awards for April 2018 and April 2019 when approved.

S/17/17) 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/17/18) Staffing Review

Library

The Town Clerk and Deputy Town Clerk outlined the current position with regard to staff in the Library Service. The Clerk advised that the staff had transferred across under TUPE and that their terms and conditions were slightly different from other Town Council staff. They have slightly more favourable holiday entitlement and are paid on Cornwall Council pay rates. The Clerk advised that it was too early to assess whether staffing levels were appropriate, and that the performance of the library was being monitored along with such matters as staff sickness. Members discussed the need to enhance the role of the library, to align staff within a reasonable timescale and possibly to adopt the Bradford Index for assessing sickness absences.

Grounds Maintenance

The Clerk outlined progress with regard to the recruitment and training of Grounds Maintenance Staff. He advised that in view of the performance and training completed by the first four employees recruited, he would recommend an increment pay award for each member of staff. The remaining two members of staff are currently still within their probationary period and will be subject to review later in the year.

*** Councillor Lanxon left the meeting during the next item***

Management and Administration

The Clerk advised that the management and administration team were very lean and there was a need to increase capacity within the team. The Clerk advised that increasing the days worked by the Mayor's Secretary/Administrative Assistant from three to four would help to meet the increasing workload in terms of invoice

processing, website management and general enquiries. He advised that there was also a need to create capacity at a more senior level and suggested that it might be appropriate to recruit a Projects Officer on a temporary contract. He further outlined that the Town Heritage Initiative and SABEF were both seeking Project Officers and there could be potential to consider partnership working.

Members emphasised the importance of the greening project and were keen for the Town Clerk to explore if it might be possible to work in partnership with Cornwall Council and/or SABEF to maximise the resources available. They noted however the difficulties and complications that may arise through sharing resource in terms of employment, governance and public accountability.

It was **RESOLVED** to:

1. Note the contents of the report;
2. Approve the re-grading of employee number 5 from spinal column point 13 to spinal column point 14 in recognition of the good work undertaken and the additional qualifications attained with effect from 1st April 2018;
3. Approve an award of one pay increment for employee numbers 6, 7 and 8 from spinal column point 14 to 15 with effect from 1st April 2018 in recognition of the good work undertaken during the 2017/18 financial year;
4. Approve a consultation process with the library staff with a view to aligning their terms and conditions with that of other Town Council staff within a 2-year time period;
5. Approve the non-appointment of a Deputy Library Supervisor at this time;
6. Approve the increase in employment for employee 4 from three days a week to four days a week as and when work loads necessitate.

It was **RECOMMENDED** that:

1. The Town Clerk should explore the recruitment of a Project Officer in conjunction with partner organisations and report back to Members. If a suitable arrangement cannot be agreed, then an alternative solution to address the Town Council's capacity issues should be brought back to Members.

Councillor Palmer left the meeting

S/17/19) Staff Sickness Absence

Members noted the staff sickness records as at 11th January 2018. The Clerk and Deputy Clerk explained the background information with regard to the staff who have a higher than expected sickness record and the management steps taken to address any issues.

It was **RESOLVED** to:

1. Adopt a target of 5 days sickness per employee in any one year;

2. Note the report.

S/17/20) Staff Annual Leave

The Clerk updated Members on the holiday position anticipated as at the end of March and assured Members that measures were being put in place to ensure that any unused annual leave at the year end would be within approved parameters.

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

The meeting closed at 7.50pm.