



ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

A

Minutes Staffing Sub-Committee

Time and date

6.30pm – Thursday 13th September 2018

Place

Town Council Offices, 68B High Street, Andover

Attendees: Cllr L Gates (Chairman), Cllr R Kidd, Cllr S Hardstaff and Cllr K Bird

Officers Present:

Wendy Coulter (Town Clerk) (taking the minutes)

Tor Warburton (Deputy Clerk) (Staffing Manager)

SS 17/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted for Cllr L Bird.

SS 18/18 DECLARATIONS OF INTEREST

No declarations of interest.

SS 19/18 MINUTES

It was proposed by Cllr R Kidd and seconded by Cllr S Hardstaff that the minutes of the Staffing Sub-Committee meeting held on 11 July 2018 be signed, by the Chairman, as a correct record.

A vote was taken which was unanimous

RESOLVED: That the minutes of the Staffing Sub-Committee meeting held on 11 July 2018 be signed, by the Chairman, as a correct record.

SS 20/18 PUBLIC PARTICIPATION

There were no Members of the Public present.

SS 21/18 APPRAISALS

Members discussed the following:

- Officers to investigate First Aider Training for two members of staff. Members noted that the Committee Officer already held a current certificate which would need renewing in the future. Members recommended contacting St John's Ambulance.
- Members discussed having a defibrillator in the office and that two members of staff receive training with it, which was considered a good idea.

- Members noted the report and requested that the pay scales be put into a grid, with each staff scale and where they were within that scale, listed. The report and the grid to be submitted to Policy and Resources Committee.

It was proposed by Cllr K Bird and seconded by Cllr S Hardstaff that it be recommended to Policy and Resources Committee that the staff be awarded Salary Scale increments for 2019/2020, with an attached report and breakdown.

A vote was taken which was unanimous.

RESOLVED: That it be recommended to the Policy and Resources Committee that the staff be awarded Salary Scale increments for 2019/2020, with an accompanying report and breakdown.

SS 22/18 STAFFING STRUCTURE AND DELEGATION OF AUTHORITY TO OFFICERS

Members noted the recommendation to full Council that delegation of authority be given to officers to fully implement the staffing structure.

It was proposed by Cllr S Hardstaff and seconded by Cllr R Kidd that recommendation be made to Policy and Resources Committee and subsequently to Full Council that delegation of authority be given to officers to fully implement the staffing structure.

A vote was taken which was unanimous.

RESOLVED: That it be recommended to the Policy and Resources Committee that delegation of authority be given to officers to fully implement the staffing structure.

SS 23/18 BUDGET 2019/2020

Members noted the Staffing Structure and considered options for the Staffing Budget for 2019/2020 to be recommended to the Policy & Resources Committee.

Members considered the proposals and made alterations for recommendation to the Policy and Resources Committee.

It was proposed by Cllr K Bird and seconded by Cllr S Hardstaff that the Staffing Budget, with amendments, be recommended to the Policy and Resources Committee.

A vote was taken which was unanimous.

RESOLVED: That the Staffing Budget, with amendments, be recommended to the Policy and Resources Committee. (Amended Budget attached to record minutes).

SS 24/18 MEMBERS ACCESS TO THE OFFICES

Members discussed the following:

- Until the landlord of 66C High Street releases the Council from the tenancy, it was suggested that 66C High Street could be used by Councillors as a meeting space. In the meantime, it was suggested the Working Group continue to request that the landlord relinquishes the tenancy as previously verbally agreed.
- It was suggested that the Town Clerk, Deputy Clerk and Cllr S Hardstaff meet with the current landlord of 68B High Street to talk about the tenancy and future plans as some idea of costs would be needed for any business plan.

The report was noted and a proposal was made by Cllr R Kidd and seconded by Cllr S Hardstaff to send the report to Policy and Resources Committee for approval.

A vote was taken which was unanimous.

RESOLVED: That the report be noted and recommended to the Policy and Resources Committee for approval.

SS 25/18 COMMUNITIES OFFICER

Members noted that the Communities Officer role was being marketed through a recruitment agency because the cost of advertising through relevant local government publications was prohibitive. It was reported that the recruitment agency was finding it difficult to source a candidate with the relevant experience for the salary offered. Members noted that a candidate with PR experience be sought instead and training offered on Local Government. Members noted that an operational Media Policy needed to be amended and approved.

SS 26/18 OFFICE OPENING TIMES

Members considered a proposal from officers to adjust the opening times of the offices.

It was proposed by Cllr K Bird and seconded by Cllr S Hardstaff that an adjustment to the Office Opening times to Tuesday, Wednesday, Thursday 10am to 1pm and closed to the public on Mondays and Fridays, be recommended to the Policy & Resources Committee.

A vote was taken which was unanimous.

RESOLVED: That an adjustment to the Office Opening times to Tuesday, Wednesday, Thursday 10am to 1pm and closed to the public on Mondays and Fridays, be recommended to the Policy & Resources Committee.

SS 27/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr L Gates and seconded by Cllr K Bird that the Committee pass a resolution to exclude the Press and Public from the meeting at item 12 regarding Staffing Issues.

A vote was taken which was unanimous.

RESOLVED: That the Press and Public be excluded from the meeting at item 12 regarding Staffing Issues.

CONFIDENTIAL ITEMS

SS 28/18 STAFFING ISSUES

Members considered Staffing Issues.

Chairman closed the meeting at 7.45pm

Signed by the Chairman

22 November 2018