

PORTLAND TOWN COUNCIL

Council Offices
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3rd April 2019

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, PORTLAND COMMUNITY VENUE** on **WEDNESDAY 10TH APRIL 2019** commencing at **10.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Karon McFarlane
Town Clerk

Members:

Cllrs. J. Atwell, S. Cocking, J. Draper, C. Gover and R. Wild

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the Staffing Committee held on 6th January 2019**
- 4. Matters Arising**
- 5. Public Participation**
- 6. To advise new staffing appointments and changes:**
 - a) Assistant Town Clerk – Appointment**
 - b) Increase in Hours of Responsible Finance Officer**
 - b) Seasonal Gardener – Temporary Contract**
- 7. Staffing Review**
- 8. Exclusion of Press & Public**
- 9. Date of Next Meeting**

The Committee's next meeting is scheduled to take place on Wednesday, 12th June 2019, at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

PORTLAND TOWN COUNCIL

STAFFING COMMITTEE MINUTES OF THE MEETING HELD ON WEDNESDAY 6TH FEBRUARY 2019 AT THE COUNCIL OFFICES PORTLAND COMMUNITY VENUE

PRESENT: Councillors Jim Draper (Chairman), Jo Atwell, Ray Nowak, Rob Hughes and Rod Wild

IN ATTENDANCE

No members of the public were in attendance

17. APOLOGIES FOR ABSENCE

Cllr. Sue Cocking

18. DECLARATIONS OF INTEREST

None were declared.

19. MINUTES OF THE STAFFING COMMITTEE 12th DECEMBER 2018

These were signed as a true and accurate record of the meeting.

20. MATTERS ARISING

- a. The Chairman reported that Nicola Terry had been appointed to the position of Portland Community Venue Administrator and had started on Monday, 4th January 2019.
- b. The Chairman also stated that, in accordance with the request at the previous Staffing Committee, Mr Wayne Lewin had been appointed as the Responsible Finance Officer on a temporary 6-month contract.

21. PUBLIC PARTICIPATION

There were no questions raised.

22. TO DISCUSS STAFFING REQUIREMENTS

a. Assistant Town Clerk (ATC)

The Town Clerk explained that with the implementation of the Local Government Review (LGR) and the requirement to support / manage the Portland Community Venue (PCV) it was becoming apparent that additional resource would be required if Portland Town Council were to deliver the additional services effectively. As evidence she presented that fact that she was currently working on average 34 hours a week (against a contract requirement of 25) to keep things running.

Cllr. Nowak commented that with the upcoming requirement to manage, car parks, green spaces, public toilets etc. that now was the time to put in place the resource required or risk failing in the management of the services once initiated.

Discussion centred around whether the post would be for an Assistant Town Clerk or an Assistant to the Town Clerk. The Clerk explained that at the moment Wayne Lewin was the best fit to be the deputy Town Clerk and to stand in for her in the event of leave or sickness, but that it was her aspiration to grow internal talent, initially appointing an assistant to the Town Clerk but growing that person into the Assistant Town Clerk and possibly on succession to the Town Clerk.

The Committee discussed the timescales for appointment and recognising that there was already a recruitment campaign in place for a skilled Gardener, agreed that staggering the recruitment of the post would be sensible but suggested that it not be delayed for too long and certainly would like a person in post by 1st April 2019.

It was unanimously agreed that the proposal be added to the agenda for the Full Council Meeting to be held on Wednesday 13th February 2019.

b. Staffing Review

The Chairman explained that he would like a report to be provided that considered all of the staff who were and would be employed by Portland Town Council. He acknowledged that the budget included within the LGR had been increased to cover additional staff and wished to assure himself that not only was the budget being managed efficiently but that PTC had sufficient staff to deliver what was required of them effectively.

The Chairman asked that the Clerk undertake a Staffing Review and present back to the Staffing Committee in April 2019.

23. Staff Meetings

Cllr. Hughes asked whether regular staff meetings were being held. The Clerk explained that as Wednesday was the only day that all staff were in the office, she was trying to hold a regular meeting on that day so that all staff could get together to discuss any issues that they had.

24. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday 10th April 2019 at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

The meeting ended at 11.00 am

Chairman Date