

PORTLAND TOWN COUNCIL

Council Offices
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28th January 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 6th FEBRUARY 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 12th December 2018.**
- 4. Matters Arising**
- 5. Public Participation**
- 6. To discuss the staffing requirements:**
 - a) Assistant Town Clerk Vacancy**
 - b) Staffing Review**
- 7. Exclusion of Press & Public**
- 8. 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 12TH DECEMBER 2018
AT THE COUNCIL OFFICES
PORTLAND COMMUNITY VENUE**

PRESENT Councillors Jim Draper (Chairman), Sue Cocking and Rod Wild

IN ATTENDANCE

1 member of the public

10. APOLOGIES FOR ABSENCE

Councillors Jo Atwell and Chris Gover

11. DECLARATIONS OF INTEREST

None were declared.

12. MINUTES OF THE STAFFING COMMITTEE 21ST AUGUST 2018

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

13. MATTERS ARISING

There were no matters arising.

14. PUBLIC PARTICIPATION

There were no questions raised.

15. TO DISCUSS STAFFING REQUIREMENTS

a. Assistant Town Clerk (ATC)

The Clerk proposed that rather than advertise for a replacement ATC, a temporary six-month contract for a Finance Officer be offered to Wayne Letwin. The rationale being that with the implementation of the Local Government Review (LGR) and with the increasing use of the Portland Community Venue this function would be more appropriate than an ATC and that Mr Letwin had recent and relevant experience that would not likely be available in the marketplace at this point in time.

Note: The issue had been raised at the Finance Committee and approved on the proviso that the change was cost neutral.

The proposal was agreed, and the Chairman also added that a review of staffing be undertaken prior to the end of the six-month contract and a future staffing plan be submitted for consideration.

b. Portland Community Venue Administrator

In accordance with the provisions of the LEADER Grant to create new employment, a proposal was made to create the new post of Venue Administrator. The Chairman noted that the requirement was for 15 hour per week with 5 hours already being provided, specifically to cover

the financial aspects; although he felt that the administrator post could be increased at a later date if it was deemed appropriate. It was agreed that the primary aim of the post would be to positively market the PCV and to ensure increased utilisation. The following timeframe was agreed:

- i. Advert to be issued as soon as possible; to be included on the Portland Town Council Website, the Free Portland News, the Library and Tesco.
- ii. Closing date for applications – 14th January 2019
- iii. Interviews – 21st January 2019
- iv. Appointment by 31st January 2019.

16. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday 6th February 2019 at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

The meeting ended at 11.30 am

Chairman Date