

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
WEDNESDAY 10th APRIL 2019
AT THE COUNCIL OFFICES
PORTLAND COMMUNITY VENUE (PCV)

PRESENT Councillors Jim Draper (Chairman) and Cllr Rod Wild

IN ATTENDANCE

One member of the public

25. APOLOGIES FOR ABSENCE

Cllrs Sue Cocking, Jo Atwell and Chris Gover.

26. DECLARATIONS OF INTEREST

None were declared.

27. MINUTES OF THE STAFFING COMMITTEE 6th February 2019

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

28. MATTERS ARISING

There were no matters arising.

29. PUBLIC PARTICIPATION

Mr Vincent asked why only one payroll entry was shown against staff budgets when he was aware that Ms Nicola Terry was employed and paid by the Portland Community Venue. Cllr Draper explained that staff costs were internally attributed to specific cost centres but agreed that the accounts as they currently stood did not show specific costs (including staff costs) for the PCV. He agreed that he would take the matter up with the Responsible Finance Officer (RFO) and hoped that accounts for the PCV would be presented either quarterly or annually.

Action with Cllr Draper to engage with the RFO to agree the publication of the PCV Accounts.

30. TO DISCUSS STAFFING APPOINTMENTS AND REQUIREMENTS

a. Assistant Town Clerk (ATC)

The Chairman advised that an assistant town clerk (Mrs Anna Takashima) had been appointed and would start on 1st May 2019.

b. Increase in Hours of Responsible Finance Officer (RFO)

The Chairman advised that the hours for the RFO had been increased from 13 to 22 – Approved at Full Council Meeting dated 27th March 2019

c. Seasonal Gardener - Temporary Contract

The Clerk advised that further to the approval received at the Full Council Meeting of 27th March 2019 a seasonal gardener had been employed on a temporary six-month contract; his employment had commenced on the 8th April and would run until 4th October 2019.

The Chairman enquired as to whether the new Head Gardener was settling in; the Clerk responded that he was and that he had some interesting ideas which were being taken forward.

31. Staffing Review

The Chairman asked whether everyone had had the opportunity to review the Staffing Report that had been issued with the agenda. He went on to explain that due to the speed at which it had been necessary to move, with the implementation of the local government review, the report was not really a view on what was required but rather a review of what had occurred. He explained that the Clerk had confirmed that she believed that the current staffing levels would be sufficient for the immediate future. He asked the assembled committee members whether they were content to accept the report and received an affirmative response. He further requested that the report, in a redacted format be published with the minutes (See Annex A).

Mr Vincent asked who, in the absence of the Town Clerk, would act as Deputy? The Chairman explained that it was the intention that the RFO would act as Deputy. The Clerk added that it was her intention to seek permission at the next Full Council Meeting to start the process to seek a permanent RFO. She highlighted para 7 of the Staffing Report which stated that, subject to the approval of the Staffing Committee she would seek approval to run a competition for a permanent RFO to start from 1st July 2019. The Chairman advised that as there were no financial implications in advertising for a permanent RFO, by accepting the report they had in fact provided the approval to commence the recruitment activity. The Chairman further requested that the redacted report be issued with the Agenda for the next Full Council Meeting.

32. 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.

The meeting ended at 11.00 am

Chairman Date