

**PORTLAND TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**TUESDAY 21<sup>st</sup> AUGUST 2018**  
**AT THE COUNCIL OFFICES**  
**52 EASTON STREET PORTLAND DT5 1BT**

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

**IN ATTENDANCE**

1 member of the public

**1. Apologies for Absence**

Cllr's Atwell and Gover sent apologies

**2. Declarations of Interest**

None were declared.

**3. Minutes of the Staffing Committee 12<sup>th</sup> June 2018**

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

**4. Matters Arising**

It was noted that the job vacancy advert had to be put back due to the BEACH commitments.

**5. Public Participation**

There were no questions.

**6. To discuss the staffing requirements, including opening hours in the new Town Council Offices**

After much discussion it was agreed to propose to Full Council the following:

**That the Town Council Offices are open Monday to Friday with the hours set as 9am until 4am.**

**7. To discuss the staffing requirements for the B.E.A.C.H**

The Town Clerk's role to increase to 25 hours per week. This will take effect on a permanent appointment. A further 5 hours could be added depending on LGR.

The Assistant Town Clerk's role to increase to 15 hours per week. This is to be effective from 1<sup>st</sup> September 2018. The split would be 9 hours cost against PTC and 6 hours against the BEACH.

The Admin Assistant role is to be renamed as Admin Officer to reflect the work being done. It was also agreed to award one incremental progression on the move to the BEACH.

It was agreed to discuss this matter again at the next meeting.

**8. Preparation for Town Clerk appointment**

The following time lines were agreed:

Job vacancy advertisement is to be placed in Dorset Echo, Dorset For You and DATPC. It was requested this was forwarded to NALC. This was to be done as soon as possible.

The deadline date for application was set as 14<sup>th</sup> September. All applications are to be sent to [adminassistant@portlandtowncouncil.gov.uk](mailto:adminassistant@portlandtowncouncil.gov.uk). The reason for this is transparency.

Interviews to take place on Monday 24<sup>th</sup> September 2018.

Appointment from 1<sup>st</sup> October 2018.

The job vacancy advertisement was drafted. The roles and responsibilities defined, and the essential and desirable skills written.

The hours were confirmed as 25 hours per week on SCP 32.

**9. Date of Next Meeting**

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

Chairman ..... Date .....