

CHIPPENHAM TOWN COUNCIL **PERSONNEL SUB COMMITTEE**

Minutes of a meeting of the Personnel Sub Committee held at the Town Hall, High Street, Chippenham on Thursday 9th November 2017 at 4.00 pm.

COUNCILLORS: Desna Allen Richard Bambury
 Jenny Budgell Teresa Hutton
 Nick Murry Andy Phillips
 Sandie Webb (Chairman)

OFFICERS: Mark Smith (Chief Executive)
 Charlotte Starkie (Head of Finance and Administration)

PUBLIC QUESTION TIME

There were no written or verbal questions and no public attended the meeting.

30. APOLOGIES FOR ABSENCE

All members were present.

31. DECLARATION OF INTEREST

No declarations of interest were received.

32. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 7th September 2017 were approved as a correct record and signed by the Chairman

33. CHAIRMAN'S ANNOUNCEMENTS

- i. Councillor Sandie Webb confirmed that the Chief Executive had successfully completed his 6 month probation period. She was pleased to confirm that the Chief Executive had been made a Fellow of the Institute of Local Council Managers.
- ii. The committee had agreed at the previous meeting to add a new post of Corporate Support Manager to the council's establishment list, and the recruitment process was underway.
- iii. The robing room in the town hall will be turned into an office space for councillors and will be open from 29th November 2017.

34. STAFF SICKNESS ABSENCE LEVELS

Members received a report from the Head of Finance and Administration on the last 6 months of staff sickness statistics. Members were pleased to note that levels were low and way below the national average for the local government sector. The council continues to offer the flu vaccination to all staff and the Hepatitis B inoculation to the relevant staff.

RESOLVED that:

Members note the report.

35. TRAINING AND DEVELOPMENT UPDATE AND TO CONSIDER THE PROPOSED TRAINING BUDGET FOR 2018/19

Members noted a report from the Head of Finance and Administration on the training and continuous professional development undertaken by staff over the last 3 months.

Members considered the proposed budget for staff and councillor training for 2018/19, proposed at £20,000, an increase of £5,500. Members discussed the need for councillor training, but could not support the increase in the budget as proposed and that councillors could make better use of online training which is often free, or at least cheaper than attendance at a seminar.

RESOLVED that:

- i. Members note the current training being undertaken by staff.
- ii. Members make a recommendation to the Strategy and Resources Committee that the proposed training budget for 2018/19 is £16,000.

36. ORGANISATIONAL CHART

Members noted the revised staff organisational chart.

37. STAFF SURVEY

Members received a report from the Chief Executive on a recent staff satisfaction survey that had been carried out amongst all staff. Members noted the comments in the report and the action plan.

RESOLVED that:

- i. Members note the overview of the results.
- ii. Members endorse the action plan, and in particular request that efforts are put into creating a staff rest room within the Town Hall as a matter of priority.

38. PROPOSED CHANGE TO THE ESTABLISHMENT LIST AT STANLEY PARK

Members received a report from the Chief Executive on a proposed increase to the establishment list at Stanley Park, which would add a Caretaker to the compliment of staff who work there. Member discussed the additional pressures on the team following the growth and demand for the services at Stanley Park and agreed that the staff compliment needed to grow to meet the business need. Members supported the recommendations in the report.

RESOLVED that:

- i. A new full-time post of Caretaker at Stanley Park Sports Ground is created with effect from 1st April 2018.
- ii. A Job Description for the post of Caretaker is drafted and the salary/grade is formally evaluated.
- iii. A recommendation is made to the next meeting of the Strategy & Resources Committee that a provision of £20,500 - or the figure derived from the outcome of the evaluation exercise - is placed in the Council's 2018/19 budget.
- iv. Subject to the above and Council approval, the necessary recruitment process is put in place to ensure the post of Caretaker is filled from 1st April 2018.

39. PROPOSED STAFF BUDGET FOR 2018/19

Members received a report from the Head of Finance and Administration on the proposed staff budget for the council for next year. The Head of Finance and Administration explained that in the absence of confirmation of a national pay award, that a 2% increase had been factored into all staff salaries. Some other assumptions had also been made which were explained in the report.

RESOLVED that:

Members of Personnel Sub Committee make a recommendation to the Strategy and Resources Committee that the following should be included in the proposed budget for 2018/19: a staffing budget of £1,478,042 based on the assumption of a 2% pay award and that the 3 posts of Stanley Park Caretaker, Need Box Office and Marketing Assistant Neighbourhood Planning Officer are included.

40. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that:

"The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960 s.1 (sub section 2) as amended by the Local Government Act 1972 s.100 and also

from any items on the agenda which are deemed to relate to Exempt Information as defined by the Freedom of Information Act 2000”

41. PROPOSED CHANGES TO THE ESTABLISHMENT LIST AT THE NEELD COMMUNITY AND ARTS CENTRE

Members received a report from the Chief Executive on proposed changes to the current establishment list of the Neeld Community and Arts Centre:

To recruit into a vacant position, to change a post title but with no impact on duties or salary, to create a brand new post entitled Marketing and Box Office Coordinator. After a discussion members agreed with the recommendations in the report.

RESOLVED that:

- i. Responsibility is delegated to the Chief Executive for officers to recruit on a like-for-like basis to the position of Venues Booking Coordinator.
- ii. A new full-time position of Marketing & Box Office Coordinator be added to the establishment list with immediate effect and that it be advertised internally in the first instance (The details and grade to be subject to a job evaluation) and to factor the salary costs for this position into the 2018/19 budget.
- iii. To change the title of the Venues Assistant position to that of Duty Officer with immediate effect.

42. TO RECEIVE AN UPDATE ON ANY MATTERS RELATING TO STAFF WELFARE, DISCIPLINARY, GRIEVANCE OR COMPLAINTS

Members were informed that there were currently no matters of concern relating to the above.

43. FUTURE WORK PROGRAMME AND ITEMS FOR FUTURE AGENDAS

No matters were discussed.

44. DATE OF THE NEXT MEETING

To note that the next meeting of this committee is Thursday 1st February 2017 at 4pm.

The meeting closed at 4.50pm

PLEASE NOTE: While every attempt has been made to ensure the accuracy of these minutes they are still subject to confirmation at the next meeting of the Committee and as such cannot be construed as an official record of this meeting until signed by the Chairman.

Signed by the Chairman:

Date: