MINUTES OF THE **MEETING** OF THE **STAFFING COMMITTEE** HELD ON **WEDNESDAY 5th AUGUST 2026** AT 7:00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

PRESENT: Councillor R Buscombe (Chairperson) Presiding
M Joyce (Vice Chairperson)

Councillors D Corney-Walker
A Gibbs
P Parker
L Wood

In attendance: Phil Rowe – Town Clerk

145. **ELECTION OF CHAIRPERSON OF THE STAFFING COMMITTEE 2026/27**

Nominations were received for the election of the Chairperson of the Staffing Committee for the year 2026/2027.

Accordingly, it was:

RESOLVED that Councillor Richard Buscombe be elected Chairperson of the Staffing Committee for the year 2026/2027.

146. **APOLOGIES FOR ABSENCE**

All members of the Committee were present.

147. **APPOINTMENT OF VICE CHAIRPERSON OF THE STAFFING COMMITTEE 2026/27**

Nominations were received for the appointment of the Vice Chairperson of the Staffing Committee for the year 2026/2027.

Accordingly, it was:

RESOLVED that Councillor Mike Joyce be appointed Vice Chairperson of the Staffing Committee for the year 2026/2027.

148. **INTERESTS**

None declared.

149. **MINUTES**

The Minutes of the Meeting of the Staffing Committee held on 1st October 2025 were received and signed as a correct record.

150. **COMMITTEE TERMS OF REFERENCE**

The Committee gave due consideration to the Terms of Reference for the Staffing Committee, circulated prior to the meeting.

Accordingly, it was:

RESOLVED that the Terms of Reference for the Staffing Committee be hereby, approved and adopted, subject to the minor amendment.

151. **DATE OF THE NEXT MEETING**

Wednesday 7th October 2026.

152. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

153. **STAFFING ESTABLISHMENT**

In accordance with the Terms of Reference of the Staffing Committee, consideration was given to a comprehensive and confidential report by the Town Clerk setting out a detailed annual review of the Council's staffing establishment (previously circulated).

The report raised issues for discussion to ensure the Council's staffing resources were sufficient to meet current and future challenges facing the Town Council. The Chairman referred to the recent announcement on the Government's chosen option for Local Government Reorganisation in Devon. He expressed the view that it was likely that by 2028 when the new Unitary Council commences its responsibilities, demand on the Town Council to deliver additional services and assets will be greater than existing.

The Committee debated in detail proposals to address staffing resources in both the Town Council and the Museum, in particular to ensure there was consistency across all staff to recognise levels of responsibility and that salaries reflected it appropriately.

Further discussion ensued regarding the title of the post of Town Clerk. Discussions had previously suggested the post should be that of Chief Executive Officer. Members were invited to review that decision on the basis of feedback from the HR Consultant employed to support the Council in the recruitment to the post. A number of those present expressed the view a contemporary title would have more relevance to the public and better reflect the modern role of the post. Others supported the traditional title of Town Clerk. In conclusion, it was decided to refer the matter to the Council.

Arising from a detailed debate upon the report, it was

RESOLVED

(a) that the report of the Town Clerk on the Council's Staffing Establishment be received and noted;

(b) that the following amendments to the current Council Establishment be approved and adopted to commence from 1st October 2026:-

i. that the post of Deputy Town Clerk and RFO (No. C002) be regraded from 63% of the Town Clerk's salary to 68% in recognition of the post's responsibility for the statutory role of Responsible Finance Officer;

ii. that the post of Museum Curator (Staff No. M001) be regraded to SP 33 – 36 in recognition of the responsibilities of the post and to align with other management posts;

iii. that the post of Principal Administrator be changed to Assistant Town Clerk & Deputy RFO (Staff No. C003) and be regraded to SP 33 – 36;

iv. that the cost of the above regradings in 2026/27 in the sum of £5,591 be found from savings within existing budgets;

v. that the post of Projects and Strategy Officer (Staff No. C007) be amended to Assistant Town Clerk Strategy at SP 33 – 36;

(c) that the following Establishment changes be approved to commence from 1st April 2027:-

i. that the post of Events Co-ordinator (Staff No. C004) be regraded to SP 24 – 28 in recognition of the substantial increase in responsibility;

ii. that the post of Facilities Maintenance Officer Team Leader (Staff No. C009) be changed to Facilities and Assets Manager and regraded to SP 24 – 28 and be the subject of further review at the next Establishment Review;

iii. that the post of Curatorial Assistant (Staff N0. M002) be regraded to SP 24 – 26 to align with other similar posts in the organisation and the title of the post be changed to Assistant Curator;

iv. that the post of Admin Assistant Museum (Staff No. M003) be regraded to SP 21 – 23 to align with other similar posts in the organisation;

(d) that the Council be **RECOMMENDED** to make the following changes to the Establishment with effect from 1st April 2027:-

i. that a post of part-time Community Engagement Officer (Staff No. M004) three days per week be created at S.P. 24 – 26 (recruitment to be delayed by two years as post funded by the What's In Store Project);

ii. that a post of part-time Museum Operations & Marketing Officer (Staff No. M005) three days per week on S.P. 21 - 23;

iii. that a post of part-time Museum Volunteer Co-ordinator (Staff No. M006) three days per week on S.P. 21 - 23;

iv. that the Council consider the current title of Town Clerk to remain, or be changed to Chief Executive and any other post titles affected by the outcome be amended accordingly.

(e) that the Job Descriptions of the amended posts as approved above be revised as appropriate.

The meeting concluded at 20:13hrs

Chairperson……Date……