

MINUTES OF THE MEETING OF THE **STAFFING SUB COMMITTEE** HELD ON **WEDNESDAY 6<sup>th</sup> DECEMBER 2023** AT **10am**. AT NEWTON'S PLACE, 43 WOLBOROUGH STREET.

**Present** Councillors D Corney-Walker (Chairperson) Presiding  
L Cooke (Vice-Chairperson)

Councillors A Hall  
M Joyce

Councillor R Buscombe was also in attendance.

In attendance Philip Rowe, Town Clerk  
Sam Scott, Deputy Town Clerk & RFO  
Linda McGuirk, Principal Administrator

**S.01 ELECTION OF CHAIRPERSON OF THE STAFFING SUB-COMMITTEE 2023/24**

Nominations were received for the election of the Chairperson of the Staffing Sub-Committee for the year 2023/2024.

Accordingly, it was:

**RESOLVED** that Councillor D Corney-Walker be elected Chairperson of the Staffing Sub-Committee for the year 2023/2024.

*Cllr D Corney-Walker abstained from voting.*

**S.02 APOLOGIES**

A valid reason for absence was received on behalf of Councillor C Parker.

**S.03 APPOINTMENT OF VICE CHAIRPERSON OF THE STAFFING SUB-COMMITTEE 2023/24**

Nominations were received for the appointment of the Vice Chairperson of the Staffing Sub-Committee for the year 2023/2024.

Accordingly, it was:

**RESOLVED** that Councillor L Cooke be appointed Vice Chairperson of the Staffing Sub-Committee for the year 2023/2024.

**S.04 INTERESTS**

None declared.

**S.05 MINUTES**

The minutes of the Staffing Sub-Committee meeting held on the 26<sup>th</sup> October 2022 were received and signed as a correct record.

## S.06 HEALTH & SAFETY AT WORK ACT 1974

Cllr R Buscombe raised concerns about the threatening and aggressive behaviour exhibited during the recent Full Council meeting and asked members to consider the protection of employees from work-related violence and aggression. Cllr Buscombe asked members to consider making a recommendation to the Policy & Resources Committee to seek legal advice under the Health and Safety Act 1974 on powers available to the Council to remove or ban from its premises any individual who it deems to be a risk to the welfare of its staff.

Members discussed Cllr Buscombe's proposal and strongly agreed that the Council has a duty to protect its staff, its members and visitors from threatening and aggressive behaviour. It was noted that the Council's Equality & Diversity Policy is being updated for consideration by the Policy & Resources Committee at its next meeting. Research is being carried out to understand how the Council accommodates neurodivergent persons.

Accordingly, it was:

**RESOLVED** that the Staffing Sub-Committee Recommends to Policy and Resources Committee that this Council seeks legal advice under the Health and Safety Act 1974 on powers available to it, to remove or ban from its premises any individual who it deems to be a risk to the welfare of its staff, councillors and visitors.

## S.07 EXCLUSION OF PUBLIC AND PRESS

Due to the confidential nature of the matter to be discussed, it was:

**RESOLVED** that the public and press be excluded from the meeting during discussion on the following item of business on the grounds that the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## S.08 STAFFING – ESTABLISHMENT

Members discussed the Establishment Report produced by the Town Clerk which had been circulated prior to the meeting. The Town Clerk highlighted key areas of the report, in particular:

- Current Salary Scales.
- Community Engagement Officer and Communications Advisor.
- Museum staff salaries.
- Events Co-ordinator hours.
- Facilities Maintenance Supervisor.
- Increasing the current provision of Facilities Maintenance Officers to: two full time (37 hours) and two part time (30 hours) contracts.

Arising from a detailed discussion on the report, it was:

**RESOLVED**

- (a)** that the Establishment Report of the Town Clerk be noted;
- (b)** that the recruitment of the vacant position of Facilities Maintenance Officer at supervisory level be advertised in early 2024;
- (c)** that the Finance & Audit Committee be requested to approve the following:-
  - i.** the salaries of the Curator, Curatorial Assistant and Admin Assistant Museum each be increased by one SCP from 1<sup>st</sup> April 2024;
  - ii.** the Events Co-ordinator hours be increased by 76 hours per annum on a flexible basis, the hours must be office based;
  - iii.** the hours of an existing Facilities Maintenance Officer be increased from 30 per week to 37 hours per week, from 1<sup>st</sup> April 2024.

Meeting Closed at 10:45am

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