

MINUTES OF THE MEETING OF THE **STAFFING SUB-COMMITTEE** HELD ON **WEDNESDAY 26<sup>th</sup> OCTOBER 2022 AT 6pm.** AT NEWTON'S PLACE, 43 WOLBOROUGH STREET.

**Present** Councillors M Hocking (Chairperson) Presiding  
D Corney-Walker (Vice-Chairperson)

Councillors Mrs C Bunday  
M Joyce  
C Parker

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 2022/23**

Nominations were received for the election of the Chairperson of the Staffing Sub Committee for the year 2022/2023.

Accordingly, it was:

**RESOLVED** that Councillor Mike Hocking be elected Chairperson of the Staffing Sub Committee for the year 2022/2023.

**S.02 APOLOGIES**

Apologies for absence were submitted on behalf of Councillors P Bullivant, R Hall, D Howe, R Jenks, Mrs A Jones and Charlotte Dixon - Museum Curator.

**S.03 APPOINTMENT OF VICE CHAIRPERSON OF THE STAFFING SUB COMMITTEE 2022/23**

Nominations were received for the appointment of the Vice Chairperson of the Staffing Sub Committee for the year 2022/2023.

Accordingly, it was:

**RESOLVED** that Councillor David Corney-Walker be appointed Vice Chairperson of the Staffing Sub Committee for the year 2022/2023.

**S.04 INTERESTS**

None declared.

**S.05 MINUTES**

The minutes of the Staffing Sub Committee meeting held on the 23<sup>rd</sup> February 2022 were received and signed as a correct record.

**S.06 EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED** that the press and public 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.07 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:

- Staff Appraisals.
- Annual Pay Award update.
- An update on the position with the current floral display contractor.
- Recruitment of the fourth Facilities Maintenance Officer (FMO).
- Curatorial Assistant hours.
- Contracted services; Community Engagement Officer and Communications Officer.

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

**RESOLVED**

- (a) that the Report of the Town Clerk be noted;
- (b) that the recruitment of the vacant position of Facilities Maintenance Officer be deferred and reviewed in early 2023 following the outcome of the tender procedure for the town floral displays;
- (c) that the Strategic Planning Forum be requested to approve the following:-
  - i. the Curatorial Assistant’s contracted hours be increased from 32 to 37 hours from 1<sup>st</sup> January 2023 at a cost of £1,237.21 in 2022/23 and £4,948.83 for a full year 2023/24;
  - ii. the position of Community Engagement Officer be retained on a freelance basis for a period of three years, following which the position be reviewed again and the contracted cost be adjusted annually by the rate of inflation in effect at the time;
  - iii. the position of Communications Officer be retained on a freelance basis for a period of three years when it will be reviewed again, and the contracted cost be adjusted annually by the rate of inflation in effect at the time.

**S.08 CIVILITY & RESPECT PLEDGE/DIGNITY AT WORK POLICY**

The Staffing Sub Committee discussed ongoing issues following the Council signing the Civility and Respect Pledge and the adoption of the Dignity at Work Policy. Arising from discussions, it was:

**RESOLVED** that the Town Clerk, Deputy Town Clerk and Mayor continue to monitor the situation and consider taking action, if required.

Meeting Closed at 18:55

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