

MINUTES OF THE MEETING OF THE **STAFFING SUB-COMMITTEE** HELD ON **WEDNESDAY 23<sup>rd</sup> FEBRUARY 2022** AT 11:00AM. AT NEWTON'S PLACE, 43 WOLBOROUGH STREET.

**Present**

Councillors	M Joyce (Chairman) Presiding C Bunday (Vice-Chairman)
Councillors	M Hocking C Parker M Ryan
In attendance	Philip Rowe, Town Clerk Sam Scott, Deputy Town Clerk & RFO Linda McGuirk, Principal Administrator

**S.12 APOLOGIES**

Apologies for absence were submitted on behalf of Councillors P Bullivant, D Corney-Walker, R Hall, D Howe, R Jenks and A Jones.

**S.13 INTERESTS**

None declared.

**S.14 MINUTES**

The minutes of the Staffing Sub Committee meeting held on the 24<sup>th</sup> March 2021 were received and signed as a correct record.

**S.15 POLICIES**

**A) Recruitment Policy**

Members were advised this is a new document for the Council.

Members discussed the Recruitment Policy & Procedure document, which had been circulated prior to the meeting and subject to minor amendments it was:

**RESOLVED** that the Recruitment Policy & Procedure, be hereby approved and adopted.

**B) Training & Development Policy**

Members reviewed the Training & Development Policy, which had been circulated prior to the meeting, and subject to a minor amendment it was:

**RESOLVED** that the Training & Development Policy, be hereby approved and adopted.

**C) Leave Policy**

Members were advised this is a new document for the Council, which had been circulated prior to the meeting.

Discussion took place regarding the tradition of closing the Council office during the Christmas period. The Chairman reminded members that all Councillors consider and approve the annual calendar of meetings, which includes the office closure period, at Full Council and that this was the appropriate time to raise any concerns. It was agreed that, as no member had approached the Town Clerk directly or raised the matter in the Chamber at the appropriate time it should not be discussed further.

The Town Clerk advised he was concerned that trust and integrity between members and officers was being eroded. It appeared some members were working in the background questioning staff decisions and raising issues in relation to pay and conditions. The behaviour is in breach of the Code of Conduct which all members sign to abide by.

Members present requested their appreciation was recorded in recognition of the hard work and dedication shown by staff working for and on behalf on the town.

Members discussed the Leave Policy and subject to a minor amendment it was:

**RESOLVED** that the Leave Policy, be hereby approved and adopted.

#### **D) Member Officer Protocol**

Members were advised this is a new document for the Council.

Members discussed the Member Officer Protocol, which had been circulated prior to the meeting and subject to minor amendments it was:

**RESOLVED** that the Member Officer Protocol, be hereby approved and adopted.

The Town Clerk expressed the view that some members were not acting in accordance with the Code of Conduct, in particular, bringing the budget setting process into disrepute.

### **S.16 CODE OF CONDUCT**

The Town Clerk introduced the Code of Conduct to members, which had been previously circulated prior to the meeting, reminding Councillors it is a legal requirement to adopt the Code of Conduct. The Society of Local Council Clerks (SLCC), National Association of Local Councils (NALC) and the Local Government Association (LGA) had recently revised the document and were encouraging Councils to adopt the latest version. The Staffing Sub Committee were advised the document will need to be formally adopted at the next Full Council meeting.

The Town Clerk further reminded members of the importance of the Code of Conduct and the Member Officer Protocol to ensure a relationship of respect and trust can exist and to avoid behaviours such as bullying and harassment. Councillors have all signed a declaration of Acceptance of Office as members of Newton Abbot Town Council (NATC), as such when NATC make democratic decisions, they are bound by them and should not attempt to bring the Council into disrepute.

The Chairman agreed that all members should be reminded of their duty to adhere to the Code of Conduct.

**RESOLVED** that members of the staffing Sub Committee noted the Code of Conduct, to be formally adopted by Council.

### **S.17 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.18 STAFFING – ESTABLISHMENT

Members discussed the Establishment Report produced by the Town Clerk and Deputy Town Clerk which had been circulated prior to the meeting.

The Clerk and Deputy Town Clerk highlighted key areas of the report, in particular:

- Advert, job description and person specification relating to the employment of two additional Facilities Maintenance Officers.
- Museum Assistant title change.
- Evaluation of the Museum Assistant and Museum Admin Assistant roles and spinal points.

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

**RESOLVED** to accept the recommendations contained in the Establishment Report:

- (a) that the Report of the Town Clerk be noted;
- (b) that the two positions of Facilities Maintenance Officers be recruited in accordance with the advert, person specification and job description as reported, to commence employment from 4<sup>th</sup> April 2022
- (c) that the spinal point ranges for the posts of Museum Assistant changed to SCP 19 to 22 and Admin Museum Assistant to SCP 16 to 18 as set-out from 1<sup>st</sup> April 2022
- (d) that the job title Museum Assistant be changed to Curatorial Assistant to accurately reflect the duties of the post.

## S.19 CLOSING REMARKS

Members discussed the current method of job evaluation. The Town Clerk asked members if they were satisfied with the way job evaluations are being carried out and offered alternative options. Members were advised that all roles within the Council had undergone evaluation with the exception of the Town Clerk and Deputy Town Clerk whose roles are evaluated in accordance with Local Government guidance. The Town Clerk advised that annual appraisals are carried out for all staff, but these are not linked to pay or disciplinary matters. Discussion took place regarding the appraisal process, and it was agreed it would be helpful if the Clerk produced a report looking at all the options.

Members unanimously agreed they were satisfied with the current evaluation process.

Meeting Closed at 12:30

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