

## WELLINGTON TOWN COUNCIL

### MINUTES OF A MEETING OF THE STAFFING AND TRAINING COMMITTEE HELD ON MONDAY 14 FEBRUARY 2018 AT 7.00P.M. IN THE COUNCIL CHAMBER, 28 FORE STREET, WELLINGTON

**Present:** Councillor Stock-Williams (Chair)  
Councillors James, Lloyd and Reed

Also present: Councillors Barr and Lithgow

Greg Dyke (Town Clerk)

#### **1. Apologies**

Councillor Bowrah, Govier and Thorne

#### **2. Exclusion of Press and Public**

**Resolved** that the press and public be excluded from the meeting as confidential information relating to a member of staff is to be discussed.

#### **3. Staffing Cover For Maternity Leave**

Debbie Bere, Deputy Town Clerk would shortly be going on maternity leave. Debbie's last working day will be 29 March 2018 with a return to work date of 30 January 2019. It was necessary, therefore, to give consideration to the staffing arrangements during Debbie's maternity leave.

Consideration was given to the following two options :

(a) Advertise the temporary vacancy and look for a suitable candidate who would be a direct replacement for the Deputy Clerk role and carry out the full duties of that post. The post would be for 30 hours per week. This would provide continuity and maintain the impetus of those issues currently being dealt with. The disadvantage would be that as this would be a temporary post covering maternity leave for 9 -12 months only, we would be less likely to attract a suitable candidate.

(b) The other option was to make a temporary appointment, on less hours, to deal with as many of the areas of work currently undertaken by the Deputy Clerk as possible. The disadvantage of this course of action would be that we would be likely to have a reduced involvement in the important work undertaken with Youth Voice. However, it was suggested that it might be possible to deal with this by appointing a Youth Worker to fill the gap. There would also be additional pressure on the Town Clerk to take on some of these roles and to become more involved in the detailed arrangements necessary for the various events we are involved in throughout the year.

During Debbie's previous period of maternity leave Gill Croucher was appointed as maternity cover. Gill has a long local government background and her experience was really helpful during that time.

**Recommended:**

(a) that the Council follow the same course of action it has taken with cover for the previous maternity leave periods and make a temporary appointment. By doing this, the day to day administration and other duties would be adequately covered. In the event of the post becoming vacant on a permanent basis in the future, the Council would then be in a position to advertise widely and select a suitable candidate to take over the full Deputy Town Clerk role. The person appointed for maternity cover would be employed for 25 hours a week for eleven months with effect from 12 March 2018 on scp 11 (£15,207 p.a. pro rata - £7.90 per hour);

(b) that Gill Croucher be offered the post;

(c) discussions take place with Somerset Rural Youth Service with a view to one of the Youth Workers continuing the work involved with Youth Voice. The situation to be monitored by the Council's representatives on Wellington One.

The meeting ended at 7.20 p.m.