

WELLINGTON TOWN COUNCIL

MINUTES OF A CONFIDENTIAL MEETING OF THE STAFFING AND RESOURCES COMMITTEE HELD ON WEDNESDAY 12 FEBRUARY AT 2.30 PM IN THE COUNCIL CHAMBER, 28 FORE STREET, WELLINGTON

Present: Councillors J Lloyd, J Thorne, M Lithgow, A Govier.
Kathryn Hemensley (Town Clerk)

Apologies: Cllr Stock-Williams

9. STAFFING ISSUES

Prior to the meeting the Clerk had circulated feedback from Justin Robinson at SALC who had recently carried out a re-evaluation of the revised Job Descriptions (JDs) for the Clerk/RFO, Deputy Clerk and Assistant Clerk roles. The Clerk confirmed this evaluation had been carried out free of charge. Cllr Lloyd noted how much effort had gone into re-writing the JDs at short notice to enable the retention and recruitment of staff.

The recommendations made by SALC relating to pay-scales for each post were reviewed, together with recommendations from the Clerk concerning the permanent appointment of Annette Clerk as the Deputy Town Clerk. Cllr Lithgow noted that it was essential that the Book-keeper's role was also re-evaluated to ensure this post-holder was treated equitably. The Clerk advised that this task would follow, but the need to retain existing staff and to recruit a new Assistant had needed to take urgent preference. The Clerk was asked to leave the room, then called back after Councillors' private discussion.

- I. **RECOMMENDED** to approve the draft Job Descriptions as re-written for the Town Clerk/RFO, the Deputy Clerk, and the Assistant Clerk (subject to correction of any typographical errors)
- II. **RECOMMENDED** to approve appointing the current (temporary) Assistant Clerk Annette Kirk to a permanent role of Deputy Clerk with effect from Monday 17th February, subject to payment of the finders fee via the employment agency.
- III. **RECOMMENDED** to adopt the pay scales as recommended by SALC for each of the Deputy Clerk and Assistant Clerk Job roles. New staff to be generally recruited at the first point within their approved pay scale.
- IV. **RECOMMENDED** to award the Clerk a pay increase to spinal point 34, (based on the recommendation of SALC of in the region of point 33 but at Councillor's absolute discretion). No further increment to be awarded in April and salary instead to be reviewed at the October annual appraisal.
- V. **RECOMMENDED** to pay the Clerk for overtime hours worked for the period 4 November to 2 February in the sum of £2663.90.
- VI. **RECOMMENDED** to award a one-off payment to Annette Kirk of £180.00 in regard to her having performed the duties of the Deputy Clerk whilst on the pay scale of an Assistant Clerk.

Given the urgent need to retain existing staff, Councillors had agreed at their January meeting to vote by email on the Committee's recommendations. Details would be circulated, and the written vote recorded. Councillors would be advised that those who did not reply would be treated as abstainers.

The Clerk was instructed to advise the Book-keeper that her role was in the process of being re-evaluated.