

WELLINGTON TOWN COUNCIL

MINUTES OF A MEETING OF THE STAFFING AND RESOURCES COMMITTEE HELD ON MONDAY 29 JULY 2019 AT 5.45 PM IN THE COUNCIL CHAMBER, 28 FORE STREET, WELLINGTON

Present: Councillors A Govier, V Stock-Williams, J Lloyd, M Lithgow. M Barr, N Smith, J Thorne

Kathryn Hemensley (Town Clerk),

The committee met prior to the meeting at the Longforth Road Public Conveniences to carry out an inspection of the facility.

1. Apologies

Councillor J Hunt

2. Staffing and Resources Committee Terms of Reference

All having read the amended draft TOR,
RECOMMENDED to adopt the TOR.

3. Update on Staffing issues

(a) To enable discussion on private and confidential matters relating to current staff as set out in a confidential staffing report:-

RESOLVED that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations and Paragraphs 2, 3 and 7 of the Council's Access to Information Rules, the public and press be excluded during consideration of agenda item 3(a).

(b) Now that the Deputy Clerk was settling in well to her temporary post, attention was being given to recruitment of an Assistant. The proposal to again consider a temp-to-perm contract was agreed as a sensible option which was relatively cost-effective and minimised risk. A new Job Description was required and the person specification would specifically target any skill-gaps or desired specialisms within the current staffing team.

RESOLVED for recruitment of an Assistant Clerk via an employment agency.

(c) Staff holidays were planned which would leave the office short-staffed for several weeks over the coming months. This might impact on service delivery so options for addressing this were considered.

RESOLVED for any suitable temporary arrangement to be implemented, including hire of casual staff in holiday weeks.

(d) Invoices were being received weekly from the employment agency for the services of the Deputy Clerk and there was a need to pay these promptly.

RESOLVED to pay the invoices as and when received subject to usual rules for cheque signatories.

4. IT and Communications Resources

Cllr Thorne declared a personal interest in the Council's IT issues as he was a personal acquaintance of the consultant

Cllr Lloyd declared a personal interest in the Council's IT issues as she had personally used the consultant's services previously.

(a) To enable a confidential discussion relating to IT provision:-

RESOLVED that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5 of the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations and Paragraphs 2, 3 and 7 of the Council's Access to Information Rules, the public and press be excluded during consideration of agenda item 4(a).

(b) An IT Upgrade was scheduled for 31 July where all devices would be migrated to share Office 365 software. This subscription package would cost £79.99 per annum (plus consultant installation fee) and would provide system and security updates. IT back-ups had been increased to run weekly.

(c) Consideration was given to other elements of the proposed IT upgrade from the current consultant including commissioning a new website, and new arrangements for hosting the website and Mail systems. It was important that any new provider offered long-term security and capability. Current costs were c £360 per annum, which was very cheap - however minimal support was incorporated.

Cllrs **Govier and Smith** would seek comparative costings for IT support and websites. The IT consultant would be invited to discuss his services at the next Staffing and Resources Committee meeting (IT and Communications sub-Committee).

(d) The IT and Communications sub-Committee was confirmed as Cllrs Lloyd, Thorne, Barr and Govier, who would in future meet at 5 pm prior to full Committee meetings at 6pm.

5. Office facilities

Security had been increased on advisement of the Landlord (Somerset West and Taunton Council) and the rear door was now to be kept locked at all times. Minor improvements to the Council office space had been carried out to also improve security.

6. Longforth Road Public Conveniences

Following the earlier site meeting it was agreed that a rethink of the premises was required and this would be considered at future meetings, possibly by a specific sub-Committee. A quotation for the repair work had been received but it had been noted that some equipment was now obsolete and therefore potentially unrepairable.

RESOLVED to get as many cubicles as possible open to the public with piecemeal (but cost-effective) repairs, pending a longer-term strategy to address this public facility.

7. Date of Next Meeting

Next meeting would be on **Monday 19th August** in the Council Chamber Commencing at **5pm** for the IT and Communications Sub-group Followed at **6pm** by the full Staffing and Resources Committee.

The meeting closed at 7.30 pm