

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 Govier, James, Lloyd, Lithgow and Reed

Kathryn Hemensley (Town Clerk)

1. Apologies

Councillor Thorne

2. Recruitment of Deputy Town Clerk

This item was raised up the agenda in the light of new information.

It was understood that Gill Croucher, currently acting as Assistant Town Clerk, had expressed interest in extending her temporary post from the end of March 2019 to the end of September 2019. This would provide valued continuity whilst the new Town Clerk continued bedding in to her role. Gill's previous experience would enable her to take a strong supporting role in the 2019 Town Council Elections. Once the period of change associated with the elections had settled, Members could revisit the Deputy Clerk Vacancy to more fully debate the ongoing requirements of the role.

Recommended that the current Assistant Clerk temporary position be extended to the end of September 2019, and a further meeting of the Staffing and Training meeting to take place in June 2019 to review the staffing needs of the Town Council.

3. Assistant Town Clerk Remuneration

A proposal had been made that a one point increase in salary for the current Assistant Town Clerk might be appropriate. It was noted that this was the post-holder's second period of maternity cover, but that she had remained on the lowest point of the pay scale for the post (Points 11-15, £17,007 - £17,681).

Recommended that the salary be uplifted by one point to scale 12 (£17,173 with effect from 1 December 2019, and a further one point increment in April 2019).

4. Other business.

In line with the requirements of the post, the Town Clerk notified Members that she received remuneration in the form of an honorarium of £1,000 per annum in connection with an external role. Tax and National Insurance were deducted at source so there was no impact on the Town Council. It was agreed that the Clerk would register this interest if it was required.

The meeting ended at 12.30 pm