

SPECIAL FINANCE COMMITTEE
17 February 2015

Present: Councillors Westmorland (Chairman), Campbell, Draper, Jones, McIntyre, Nicholson, Swift, Upson & Wootton.
Mrs. R Middleton (Deputy Town Clerk)

Apologies: Councillor Jones.

298 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw.

299 DECLARATIONS OF INTEREST

Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda.

The Chairman read out the following statement. Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

No disclosures were made.

300 STAFFING MATTERS

The Town Clerk reported on the following:

a. Staffing Structure (refer to Minute No. 133)

Councillor Upson circulated a brief report to members on the staff restructure – six month review and stated that he wanted to hear the views of all involved.

The Town Clerk raised a number of issues and highlighted her concerns relating to the proposed structure, staff vacancies not being filled, struggling to cover Service provision at the Lakeside, Football facilities and the Community Centre, and the knock-on effect this is having on the administration workload. The Clerk also gave details of the possibility of discussing operational issues with a catering consultancy.

Detailed discussion took place on all matters raised. Councillor Upson stated that the concerns raised were not relevant to the proposed staff restructure that had been trialed and the staff restructure was necessary to ensure the Council remained functional at a senior level and to ensure service delivery.

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300 STAFFING MATTERS - continued

Councillor Upson proposed that confirmation of the staffing structure relating to the appointment of the Deputy Town Clerk & the Development/Events & Administration Officer be approved and that the Town Clerk, Deputy Town Clerk, Development/Events & Administration Officer and the Clerical Assistant positions be reviewed and job descriptions amended as necessary and a job evaluation of the positions are undertaken to ensure correct remuneration is paid to all grades in line with agreed pay scales. In addition to this that the Site Manager position be reviewed in light of the poor response to the recent advert and amended, if the necessary skills to deal with the Lakeside Café were obtained with the café supervisors role and that a Café Supervisor is trialed through a recruitment agency. This was seconded by Councillor Draper.

RESOLVED: That by a unanimous vote the proposal was carried.

b. Long term sickness

It was agreed that the update provided by the Town Clerk be noted and that the legal advice received from the HR Advisor is followed.

c. Secondment positions

It was agreed that the two members of staff concerned revert back to their original positions once a new Supervisor is appointed and the second Supervisor returns from long term sick leave.

d. Advertising of current vacancies / update on Leisure & Site Manager vacancy

Detailed discussion took place on the need for Seasonal staff and a Supervisor to be appointed as soon as possible due to the opening of all services for the Easter Period.

The Clerk reiterated to members that the response to the advert for the Leisure & Site Manager vacancy had been extremely poor.

It was agreed that authority be given to the Town Clerk to discuss staffing requirements with a Recruitment agency with a view to appointing Seasonal staff and trialing a Supervisor.

It was further agreed that a review of the job description and the advert for the Leisure & Site Manager be undertaken.

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e. Staffing of services for the Easter period onwards

The Clerk gave details of the number of staff required to operate all services.

It was agreed that the staffing levels would be in line with the new working practices to be implemented and they would be monitored accordingly for any problems arising.

The Clerk asked Members to consider not implementing the new way of issuing tickets as discussed at the budget meeting until after the Easter period as time restraints are an issue. Councillor Upson stated he did not agree as there should be time available to order new ticket machines, if needed and proposed that the new system of issuing tickets for the pedalos, bouncy castle and miniature railway from the Beach shop, Lakeside & Playworld should go ahead for the Easter period. This was seconded by Councillor Draper.

RESOLVED: All members agreed with the proposal and the Clerk was instructed to implement the new system in time for the Easter period.

f. Service Provision Team A – Contractual Matters (refer to Minute No. 270f)

The Deputy Town Clerk gave an update on the change to contractual hours and informed members that the necessary consultations had taken place and the Town Council could implement the changes.

Councillor Upson proposed that the contract changes be made and that the new hours of work be introduced by Easter. This was seconded by Councillor Draper.

The Clerk highlighted that changes made to the start times would have a knock-on effect on the opening of services to the public. Councillor Upson stated that the opening times of the parks facilities should be coordinated to open together.

RESOLVED: That by a unanimous vote the proposal to implement the changes to the contracts and the new hours of work be introduced by Easter was approved.

It was further agreed that the start times for staff would initially be 9.30 a.m. with all services at the Water Park being available to members of the public from 11.00 a.m.

g. Correspondence from Acas

It was agreed that the correspondence from ACAS be noted and the legal advice from the HR Advisor is followed.