

Silloth-on-Solway Town Council
Minutes of a meeting of the Staffing Committee
held on Thursday 10 December 2020 at 7.00pm via video conference

Present:– Cllr. M. Orchard (MO).

Councillors

C. Doran (CD), W. Jefferson (WJ), A.J. Markley (AJM) & G. Wilkinson (GW).
 Also present: Wendy Jameson (Town Clerk).

	<i>In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting was held by video conference call.</i>	
752.	Apologies - Cllr. M. Irving (working).	
753.	Declarations of Interest - None.	
754.	Exclusion of Press and Public - It was agreed that the public be excluded for item 6 on the Agenda.	
755.	Minutes - It was RESOLVED that the minutes of the meeting held on 6 July 2020 be confirmed as a true record and signed by the Chairman.	
756.	Adjournment of meeting - There had been no requests from members of the public to speak at the meeting.	
	<i>RESOLVED that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded, and they were instructed to withdraw.</i>	
757.	<p>Staffing matters</p> <p>The staffing committee discussed future staffing arrangements/requirements in relation to the grounds maintenance team, with a view to making a recommendation to the full council. The Park Manager will be retiring in April and arrangements need to be put in place to ensure that there are sufficient staff in place to carry out the work on the Green and other areas, with a view to having someone in place to work alongside existing staff during March and April.</p> <p>It was agreed not to replace the Park Manager role as there are now only two members of grounds maintenance staff. Possible job titles will need to be considered. The Town Clerk is the line manager and chief officer of the Council. Staff are employed by the Council as a whole and no one councillor can instruct members of staff, including the chairman. Members of grounds maintenance staff are to refrain from going to individual councillors which undermines the Town Clerk.</p> <p>RESOLVED that the position of Park Manager will not be replaced. Initially, our existing staff member will be offered the extra responsibility of organising the day-to-day work schedule, with a higher rate of pay to reflect this. If agreed, the vacancy for a groundsman/grounds maintenance team member would then be advertised, whose salary would be dependent on their experience. Details of job description and rate of pay to be ascertained and agreed. There will be a 6-month probationary period for both jobs. Weekend working in the winter to be ceased and the extra hours to be added to the summer-time rota. Also look into whether some weekend litter picking could be provided by our cleaning staff in the winter months if necessary.</p> <p>Recommendations are to be put to the Town Council at the January meeting and if agreed a meeting is to be arranged the next morning with our existing staff to explain the changes. The Town Clerk to draft the necessary job advert and job descriptions etc. A Staffing Committee meeting will be held straight after the full council meeting in January, to go over the details before speaking to existing staff which will prevent them from getting second-hand information. A letter is also required from our Park Manager to confirm his intention to retire in April 2021.</p>	

Signed.....

Date.....