

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
TUESDAY 12 JUNE 2018
AT THE COUNCIL OFFICES
52 EASTON STREET PORTLAND DT5 1BT

PRESENT Councillors Jim Draper (Chairman), Jo Atwell, Sue Cocking, Chris Gover and Rod Wild

IN ATTENDANCE

1 member of the public

1. Apologies for Absence

All Councillors were present.

2. Declarations of Interest

None were declared.

3. Minutes of the Staffing Committee 17th April 2018

These were signed as a true and accurate record of the meeting.

4. Matters Arising

There was none.

5. Public Participation

There were no questions.

6. Interim Town Clerk

To discuss an extension to the temporary contract.

It was agreed to extension the temporary contact by three months to end on 31st October 2018. This includes one-month handover.

Cllr. Cocking expressed her thanks for all the Interim Clerk's help on the Brackenbury project.

7. Assistant Clerk

To consider whether to increase the postholder's hours to the level recommended in the Staffing Review

It was agreed to increase the Assistant Clerk's hours to 15 per week. This increase of 5 hours was to conduct administrative business in respect of the office move to the B.E.A.C.H. and billed against the B.E.A.C.H. budget. This will be effective from 01 July 2018. Hours to be reviewed again once the move has been completed.

8. Staff salary payment date

To discuss the release date of staff salaries

It was agreed that all staff are to be paid on 30th of every month except for February. This will take effect from July's wages.

9. Staff appraisals

To confirm the dates of mid-year and annual appraisals

It was agreed that mid-year appraisals would be conducted in September and annual appraisals in March. Staff achieving the required standard would receive incremental level progression from the following April.

10. Job Specifications on move to new offices

To discuss the roles and hours of Town Council employees on the future move of the Town Council office

It was agreed to reroll the current post of Town Clerk as The Town Council Business Manager. This post would have 25 hours and be effective from 01 Nov 18.

It was agreed to reroll the current post of assistant Town Clerk as Facilities Manager. This post would have 20 hours and be effective from 01 Nov 18.

The Administrative Assistant be rerolled as the Administrative Officer. They were to be no change to rates of pay other than already agreed as item 7.

11. Advertising the position of the Town Clerk and Assistant Town Clerk

It was agreed to advertise from the middle of August, with applications in for 07th September 18, interviews for 21st September 18 for commencement of work on the 01st October 18 in the new role.

12. Exclusion of Press & Public

The public was asked to leave as the committee wished to discuss individuals.

13. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday 5th September 2018 at the Council Offices Easton starting at 10.30 am.

The meeting ended at 9.30 pm.

Chairman Date