

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON

THURSDAY 14th OCTOBER 2021 AT 7.00pm – MAIN HALL, JUBILEE CENTRE

Present:

Cllr. Busuttil (Chair)
Cllr. Shipp (Vice-Chair)
Cllr. Bowman
Cllr. Bristow
Cllr. Leaman
Cllr. Sulman

In attendance: Mr M Knight (Town Manager).

1. **Apologies and acceptance for absence**

None.

2. **Declarations of Interest and Dispensations**

Cllr. Shipp – West Suffolk District Council.

3. **Public Participation**

None.

4. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt with after the item that confirms details of the next meeting.**

This was so **RESOLVED**. All in favour.

6. **Exchange of Information**

None.

7. **To set the time and date of the next meeting**

This was agreed as being Thursday 24th March 2022.

5. **General Matters**

5.1 To receive the minutes from the meetings of the 16th March and 18th August 2021

It was **RESOLVED** to adopt the minutes Proposed by Cllr. Bowman and seconded by Cllr. Shipp. All in favour.

5.2 To receive and consider the staffing update from the Town Manager

The Town Manager presented the paper which built on the 2021 appraisal process. The staffing allocation was also discussed concerning the split between office and grounds team staffing for the next twelve months initially. There being no recommendations the paper was **NOTED** by all Members present.

5.3 To receive and consider the Jubilee Centre staffing review paper from the Town Manager

The Town Manager presented the paper and the committee discussed the recommendations individually.

It was then **AGREED** to present the resulting recommendations to the Full Town Council meeting on the 28th October 2021.

The meeting then closed at 8.20pm.

CONFIDENTIAL MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE 14th OCTOBER 2021

5. General Matters

5.1 To receive the minutes from the meetings of the 16th March and 18th August 2021

It was **RESOLVED** to adopt the minutes Proposed by Cllr. Bowman and seconded by Cllr. Shipp. All in favour.

5.2 To receive and consider the staffing update from the Town Manager

The Town Manager presented the paper which built on the 2021 appraisal process.

Particular attention was given to the Seasonal Groundskeeper position and the options available to extend the contract to allow the Head Groundskeeper more cover in the period up until 1st April 2022. The Town Manager **AGREED** to initially speak to the member of staff concerned to see if this was an option and report back to the Members of this committee.

Attention was also given to the upcoming retirement of the Senior Administrator and the process for replacement. Much discussion took place regarding the quality of the replacement with the Town Manager voicing a preference for a candidate who has an interest in local government work and would be looking to become CiLCA qualified and show more initiative and capability when decisions are made in the office.

The leaving date of the Senior Administrator was confirmed as 31st December 2021. The Town Manager requested a three month overlap to enable all legal and financial training to take place. This was eventually **AGREED** as two months with the process starting to be advertised in July 2022. The post's job description, person specification and SCP salary point to be agreed in the March meeting of this committee with the possibility of the successful candidate being initially appointed at the current salary point of the Senior Administrator with an increase after the end of the probation period. This would allow for any increase in salary to be part of the 2023/4 budget setting process.

There being no recommendations the paper was **NOTED** by all Members present.

5.3 To receive and consider the Jubilee Centre staffing review paper from the Town Manager

The Town Manager presented the paper and the committee discussed the recommendations individually.

Much discussion took place regarding the current availability of staff and the benefit of these staff and services for the hirers.

It was also agreed that current capacity of the buildings did not merit the current staffing costs being incurred by the Council. But that every effort was being made to increase the usage of the buildings which, if successful, would necessitate more staffing in the future. It was generally agreed that a balance needed to be struck between the service the Council wished to provide, their responsibilities in maintaining the buildings and the current lack of income from hirers.

It was then **AGREED** to present the following recommendations to the Full Town Council meeting on the 28th October 2021:

- For a consultation to begin to merge the Custodian and Cleaner roles. This to begin after the member of staff on maternity leave has returned.
- For the new position to be called Caretaker and to contain both existing job descriptions. This to also be at the same rate of pay.
- For the new Caretaker role to split twelve shifts per week between the four posts.
- For these shifts to be 8.30am to 1.30pm and 3pm to 8pm.
- The office staff to pick up any queries from groups between 1.30pm and 3pm. The Saturday gap to be covered by overtime if necessary.

It was further **AGREED to RECOMMEND** to the Full Town Council that this committee to have oversight of the staffing budget which currently rests with the Amenities and Operations Committee. For this to start for the 2023/4 budget setting process.