

Minutes of the Meeting of the **PERSONNEL COMMITTEE** held on the Zoom platform on **FRIDAY, 12<sup>th</sup> MARCH 2021** at 10.30 a.m.

PRESENT:-

Councillor W.S. Trite – Chairman  
Councillor M. Bonfield  
Councillor T. Foster  
Councillor A. Harris  
Councillor C. Moreton

Also Present:-

Councillor C. Finch	
Dr M. Ayres	Town Clerk
Miss N. Clark	Administration & Communications Manager
Mr C. Milmer	Visitor Services Manager & Business Development Officer
Ms G. Percival	Operations Manager
Miss A. Spencer	Finance Manager

**Public Participation Time**

There were no members of the public present at the meeting.

1. **APOLOGIES**

There were no apologies to report on this occasion.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no items of information or matters for forthcoming agendas to record.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Chairman, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1) c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 4 & 5 (due to data protection requirements).

4. **TO CONSIDER REVISIONS TO JOB DESCRIPTIONS AND STAFFING STRUCTURE WITHIN THE OPERATIONS DEPARTMENT**

Members discussed a briefing note that had been prepared by the Town Clerk and Operations Manager following discussions since the last Personnel Committee where approval had been given to recruit to an additional post of Multi-trade

Operative and the vacant Grounds Maintenance Supervisor position. Consideration had been given to the future functioning of the Operations Department, with particular emphasis given to a report that had been prepared by consultants LGRC in 2019.

It was noted that the 2019 report had determined that the Operations Manager job description was too broad in its scale and diversity and that although some changes had been made following receipt of that report, a more thoroughgoing restructuring was now recommended. As such a draft revised job description for the Operations Manager had been submitted, which included a new job title of Operations and Compliance Manager.

It was reported that following these discussions, the organisational chart for the operations department had been drafted to include a post of Grounds and Estates Manager, reporting to the Operations and Compliance Manager. This was in place of two posts, a Grounds Maintenance Supervisor and a Buildings Maintenance Supervisor. It was further reported that a skills audit of the current team of operatives would be carried out so that the team could be deployed more widely than at present.

The Town Clerk reported that the revised job descriptions of Operations and Compliance Manager, and Grounds and Estates Manager had not been evaluated by South West Councils, but would be submitted for evaluation if approved by the Committee and that no increase in employee costs was anticipated overall.

Following further discussion, it was proposed by the Chairman, seconded by Councillor Foster and RESOLVED UNANIMOUSLY:

To authorise the Town Clerk and Operations Manager to proceed with the new staffing structure for the Operations Department, to include a formal job evaluation of the new/revised posts and if these are within the current allocated budget envelope, to proceed with recruitment.

5 **TO CONSIDER UNDERTAKING A REVIEW OF CENTRAL SERVICES AND THE COUNCIL'S ADMINISTRATION POSTS.**

The Town Clerk outlined proposals to engage the services of consultants to carry out a review of the general administration services of the Council. Attention was drawn to the Council's Corporate Risk Register which recognises that inadequate staff resources are a strategic risk to the Council's service delivery. It was noted that the Council's increased ambition to work with a wider range of partner organisations, develop additional income streams, improve its existing services and support community initiatives meant that it is now necessary to review the administrative structure in order to meet the Council's objectives.

It was agreed that the review should cover the administration in all departments: Operations, Information Centre and Town Hall. Initial enquiries had identified a cost of approximately £4,000 to engage specialist consultants to carry out this work, which would be met from the 2021/22 professional services budget.

Following discussion, during which it was noted that some Councillor input to the review would be required, it was proposed by the Town Mayor, seconded by Councillor Harris and RESOLVED UNANIMOUSLY:

To authorise a review of the general administration and central service functions of the Council and to approve the procurement of consultants as required.

6. **DATE OF NEXT MEETING**

It was noted that the date of the next meeting of the Personnel Committee would be considered at the Annual Meeting of the Council to be held on 24<sup>th</sup> May 2021.

The meeting concluded at 11.05 a.m.

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