

## BARNSTAPLE TOWN COUNCIL

MINUTES of the meeting of the STAFF COMMITTEE held on Thursday 19<sup>th</sup> November 2020 7.00pm By Video Conference Call.

Present: Chairman: Councillor I Roome  
Councillors: V Monk, V Elkins, J Phillips & A Rennles.

In attendance: Mr Robert Ward, Town Clerk.

### ST08 Apologies for absence

None received

### ST09 Declarations of interest and dispensations

Cllrs I Roome and J Phillips as members of North Devon Council have a dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

### ST10 Minutes

RESOLVED: That the minutes of 4<sup>th</sup> June 2020 be signed and confirmed as a correct record. (NC)

### ST11 Budget Monitoring Report

RESOLVED: The committee noted the report as presented. (NC)

### ST12 2020-21 pay agreement

RESOLVED: The committee resolved to note the 2020-21 pay agreement as presented (NC)

### ST13 Absence of press and public

RESOLVED: That the following matter shall be taken in the absence of the press and public, in accordance with the Public Bodies (Admission to meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82a. (NC)

### ST14 Staff hours report

RESOLVED: That the report be received and noted. (NC)

### ST15 Town Clerk's report

#### **1. Town Clerk Appraisal**

RESOLVED: The committee resolved to note the Town Clerk's appraisal undertaken on 14<sup>th</sup> October. (NC)

#### **2. Staffing Update**

- a. Employee 86 is due to start maternity leave from the end of February 2021.
- b. Employee 95 left the employment of the Town Council on 6<sup>th</sup> October.
- c. Employee 93 has changed to a new post

- d. Employee 64 has undertaken and passed the IOSH Health & Safety course.
- e. Employee 97 started with the Town Council on 12<sup>th</sup> August.
- f. Employee 98 started with the Town Council on 24<sup>th</sup> August.
- g. Employee 99 started with the Town Council on 1<sup>st</sup> November.

**3. Updated Contract of Employment & Employee Handbook**

RESOLVED: The Town Council HR provider has updated both in line with current legislation, previously circulated to Staffing Committee members. (NC)

RESOLVED: To note the Town Clerk Report. (NC)

ST16 Staff Salaries and Grading

To implement a new grading structure for the Town Council to provide a rationale for the grading of posts based on the level of responsibility and to ensure there is an equivalence to comparable roles.

To change the Assistant Amenities Operative job title to Town Ranger to suggest a role that supports the care of the town that is responsive to residents needs and has problem solving and the environment of the town at its heart.

Three new posts are being created:

- Cleaner (St John’s Community Centre) the previous cleaner of the centre chose not to TUPE to the Town Council when the centre transferred in October.
- An additional post Town Ranger funded through the budget changes as a result of ending the Grounds Maintenance Contract for Rock Park.
- Events & Communications Officer to take over the current Civic & Ceremonial functions and to deliver a communications strategy for the Town Council including the website, social media, newsletters and updates to councillors.

RESOLVED: To implement the changes as recommended. (NC)

Meeting ended at 19.42pm

Chairman.

Signed.....

Dated.....