



**Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 14:00 on Monday 15 April 2024 in the small hall of Corfe Mullen Village Hall**

**Present:** Cllr P Purvis (Chair)  
Cllr P Holland  
Cllr S Jefferies  
Cllr D Sowry-House

**In attendance:** Catherine Horsley (Town Clerk & RFO) – minute taker

**SS 23/28 To Receive and Accept apologies for absence (LGA 1972 s85 (1))**

Apologies for absence were received and accepted from Cllr D Mattocks due to delayed meeting start time and a prior commitment.

**SS 23/29 To Record any declarations of interest** Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

**SS 23/30 Paper A - To Approve minutes of meeting held on 29 November 2023 LGA 1972, sch 12, para 41**

The minutes of the meeting held on 29 November 2023 were **APPROVED**.

**SS 23/31 Paper B - To Consider Items in Respect of Staffing Matters**

The Clerk presented the report in respect of the current make-up of the Grounds and Office teams, reiterating as part of the 2024/25 budget setting process, additional budget was allocated for Grounds Team Leader and Administrator roles.

Following advice from Southwest Councils, the Councils HR advisers, the Clerk sought approval for staffing changes shown in Appendix 1 – Proposed Staff Structure.

The Clerk provided some background into the tasks covered by the Grounds Team working alongside BCP Contractors and how the newly formed team had evolved and were more flexible. It was noted the newly appointed part time Assistant Grounds Person had expressed an interest to increase his working hours from 22 to 30 hours per week, should there be an opportunity.

Members discussed the job description and specification for the Grounds Team Leader role and felt the Council should consider a 'Wish List' of additional tasks that could be carried out over and above the teams normal duties i.e., memorial bulb planting.

A handwritten signature in black ink, appearing to read 'Catherine Horsley'.

The Clerk then provided some background into the roles of the Office Team and the request from the Deputy Clerk to reduce her working hours to enable her to spend more time with her family and work life balance. Members acknowledged the additional responsibilities of the Office Team and the need for an additional team member to provide more resilience in times of absence and succession planning.

The Chair felt the Deputy Clerk had gone above and beyond in the role, particularly dealing with staffing issues and stepping up during the Clerks sickness absence in the later part of 2023 and expressed his thanks on behalf of the Committee during some challenging times for the Council.

It was **RESOLVED** to recommend to Full Council the following:

- Advertise internally a full time (37 hours) Grounds Team Leader role, SCP 16 - £28,282 per annum.
- Current Deputy Clerk to step down and transfer to a part time (22.5 hours) Senior Administrator role, SCP 17 - £28,770 per annum, pro-rata.
- Advertise externally a full time (37 hours) Deputy Clerk role, SCP 26 - £34,834 moving to SCP 27, £35,745 per annum upon completion of iLCA.

The update was **NOTED**.

**SS 23/32 Matters for forthcoming agendas No decisions can be taken<sup>1</sup>**

- Update on recruitment of Grounds Team Leader and Deputy Clerk roles.

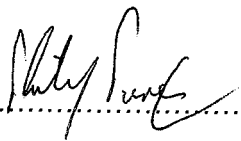
**SS 23/33 To Agree a date and time for the next meeting – to be scheduled as and when required.**

The Chair acknowledged the journey with staffing since being co-opted onto the Council in 2019 and whilst the meeting was the last meeting of the current elected Council, thanked Committee members and staff during his time as Chair of the Committee.

Cllr Sowry-House as Chair of Council thanked Cllr Purvis for his commitment to staffing during his time as Chair of the Staffing Committee.

**SS 23/34 Meeting closed at 14:55.**

Signed as a correct record of the meeting.....



Date...30/7/2024

<sup>1</sup> Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)