

Minutes of the meeting of the Staffing & Governance Sub-Committee held on

Tuesday 19th September 2023, 6.00pm at Ellesmere Town Hall.

- PRESENT:**
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| Chair: | Cllr P Goulbourne |
| Town Councillors: | G Hutchinson, A Wignall, G Elner,
H Schofield- Anderton |
| Town Clerk & RFO: | J Butterworth |
| Deputy Town Clerk & Deputy RFO | J Hynes |
- SG 09/23/01 **To elect a Chair for 2023/2024 Municipal Year.**
It was moved by Cllr A Wignall, seconded by Cllr G Elner, and
RESOLVED - that Cllr P Goulbourne be elected as Chair of the Staffing & Governance Sub-Committee for the 2023/24 municipal year.
- SG 09/23/02 **To elect a Vice Chair for 2023/2024 Municipal Year.**
It was moved by Cllr P Goulbourne, seconded by Cllr G Elner, and
RESOLVED - that Cllr A Wignall be elected as Vice Chair of the Staffing & Governance Sub-Committee for the 2023/24 municipal year.
- SG 09/23/03 **To receive apologies and reason for absence.**
Cllr P Jones sent apologies due to illness.
RESOLVED: that the apologies received from Cllr P Jones be approved.
- SG 09/23/04 **Disclosure of Personal and Prejudicial Interests.**
None received.
- SG 09/23/05 **Grant Dispersations.**
None granted.
- SG 09/23/06 **Minutes.**
It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and
RESOLVED – that the minutes of the Sub-Committee held on meeting on 6th March 2023 be approved and signed by the Chair as a true record.
- SG 09/23/07 **Confidential Business Report.**
It was moved by Cllr P Goulbourne, seconded by Cllr G Elner and
RESOLVED - that the confidential business report minutes of the Sub-Committee held on meeting on 6th March 2023 be approved and signed by the Chair as a true record.
- SG 09/23/08 **Staff Appraisals.**
The Town clerk left the room.
Cllr Wignall updated members that a satisfactory appraisal had recently been completed for the Clerk, by Cllrs Wignall, Cllr Goulbourne and Cllr Hutchinson.

The Clerk returned to the room.

The Clerk went onto report to members that satisfactory appraisals had recently been completed for the Deputy Clerk and the Admin Assistant as well as all Town Hall staff members.

SG 09/23/09 **End of Probation Period Review – Cemetery Co-ordinator.**

The Clerk informed members that the end of probation period review for the Cemetery Co-ordinator had been scheduled for 26th September 2023. Members and the Clerk expressed that they were very happy with the Cemetery Co-ordinators performance and agreed they were satisfied that he pass his probationary period.

SG 09/23/10 **Holiday Entitlement.**

The Deputy Clerk informed members that a member of staff had questioned their holiday entitlement as detailed in the caretakers' and cleaners' contracts. After taking advice from Peninsula who confirmed their entitlement was correct, they did accept that the wording was not clear, and it was suggested that amendments be made to the wording to make it clearer.

It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and

RESOLVED – that the contracts for Caretakers and Cleaners be amended making their entitlement clearer and issue updated contracts.

SG 09/23/11 **Town Council Staffing.**

Members were asked to consider the future staffing needs for the Town Council office when the Deputy Clerk retires at the end of the year. Following a discussion, it was agreed to advertise the role of Assistant Clerk internally. Terms: 25 hours per week starting on Salary Scale between SCP13 (£23,023) and SCP18 (£27,344) pro rata dependant on skills and experience. If the role is awarded internally then the role of whoever is successful will be advertised on the same terms and conditions as their position was last advertised.

It was moved by Cllr P Goulbourne, seconded by Cllr A Wignall and

RESOLVED – to internally advertise the role of Assistant Clerk for 25 hours per week starting on Salary Scale between SCP13 (£23,023) and SCP18 (£27,344) pro rata dependant on skills and experience.

FURTHER RESOLVED - If the role is awarded internally then the role of whoever is successful will be advertised on the same terms and conditions as their position was last advertised.

The meeting closed at 6:42pm.

Chair:

Date: