

MINUTES OF THE **MEETING** OF THE **STAFFING COMMITTEE** HELD ON **WEDNESDAY 2nd OCTOBER 2024** AT 7.00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT

PRESENT: Councillor R Buscombe (Chairperson) Presiding
M Joyce (Vice Chairperson)

Councillors L Cooke
D Corney-Walker
L Wood

Councillor Colin Parker attended the meeting

In attendance: Sam Scott – Deputy Town Clerk & RFO
Linda McGuirk – Principal Administrator

210. **APOLOGIES FOR ABSENCE**

A valid reason for absence was received from Councillor A Gibbs. Apologies were noted from Phil Rowe – Town Clerk and Nigel Canham – Communications Advisor.

211. **INTERESTS**

None declared.

212. **MINUTES**

The Minutes of the Meeting of the Staffing Sub-Committee held on 31st July 2024 were received and signed as a correct record.

213. **POLICIES**

The Chairperson introduced the policy documents, previously circulated, and invited the Principal Administrator to give a brief outline of the proposed changes.

- a) The Home Working Policy has been revised to include a section on flexible working arrangements.
- b) The Maternity Policy has been revised to reflect changes in legislation.
- c) The Paternity Policy is a new Policy for the Council. Members discussed the policy and suggested a minor amendment to the wording on page 3, first paragraph – removal of the words *with her*.

Accordingly, it was:

RESOLVED that the policies in relation to the:

- Home Working
- Maternity

Chair initials.....

- Paternity

be hereby, approved and adopted subject to the above minor amendments.

214. **EXCLUSION OF THE PUBLIC AND PRESS**

Due to the sensitive nature of the business to be transacted, it was:

RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

215. **STAFFING ESTABLISHMENT REPORT**

The Chairperson introduced the Establishment Report, previously circulated, and invited the Deputy Town Clerk to provide additional context to the report. The Deputy Town Clerk highlighted areas of the report and invited Members to ask questions.

Members discussed the proposed job description and person specification for the new Project and Strategy Officer. A discussion took place regarding partnership working with the District and County Council.

Members discussed the proposed changes to the Events Co Ordinator role and additional responsibilities.

Arising from the discussion, it was:

RESOLVED that the recommendations as laid out in the Establishment Report be hereby approved: -

- a) The proposed changes to Events Co-ordinator and Town Development Manager post, the latter to become the Project and Strategy Officer (total saving in 2024/25 £30,207).
 - i) The title of the post of Town Development Manager be changed to Project and Strategy Officer to attract the salary of SCP 33 to 36 with the revised Job Description and Person Specification as submitted to the Committee.
 - ii) The events previously the responsibility of the TDM post be transferred to the Events Co-ordinator and the salary of the post be revised to SCP 24 to 26 and to full-time working.
- b) The increases in the hourly rates as set out for the manual staff and the impact of those increases on positions currently between SCP's 18 to 21 at a total cost in 2025/26 of £18,000.

Chair initials.....

Meeting closed at 19:45pm

Chairperson.....Date.....

Chair initials.....