

**SHREWSBURY TOWN COUNCIL
PERSONNEL COMMITTEE
MEETING HELD AT SHREWSBURY LIBRARY
ON 18 JUNE 2019**

PRESENT

Councillors – A Mosley (Chairman), I Jones, P Nutting & K Pardy (substituting for Cllr Ms Halliday).

IN ATTENDANCE – Helen Ball (Town Clerk)

APOLOGIES – Councillor Ms Halliday

8/19 DECLARATIONS OF INTEREST

All twin-hatted members declared a personal interest in Shropshire Council should any matters relating to the Town Council's relationship with Shropshire Council arise.

9/19 MINUTES OF THE LAST MEETING

The Minutes of the Personnel Committee meeting held on 11 June 2019 were submitted and circulated as read.

RESOLVED:

That the minutes of the Personnel Committee meeting held on 11 June 2019 be approved and signed as a correct record.

10/19 JOB EVALUATION

The Committee was reconvening as there had been insufficient time to give any due consideration to this item at the previous meeting.

The Committee had received a report from the Group Leaders who had been mandated to review the findings of the Job Evaluation process and findings.

A report titled Review of Staffing Structure in the light of recent Job Evaluation Process, together with a number of appendices, had been presented by the Town Clerk at the previous meeting but not considered.

The Chairman asked the Town Clerk whether there was anything further she wished to add. She reported that she had spent a considerable amount of time reviewing all the job roles of every member of staff and revised Job Descriptions had been prepared. The review also covered the Officer Scheme of Delegation and this too had been redrafted.

The Chairman gave members an opportunity to ask questions of the Town Clerk.

Councillor Jones asked who acted as “Apprentice Master” for any apprentices within the organisation. The Town Clerk reported that the Operations Manager took an overview of all apprenticeship posts, but Team Leaders were reminded to work with any Apprentices in their Team to ensure that all work based tasks had been completed to ensure the necessary completion of coursework syllabus. The current practice now with Apprentices was that they no-longer attended College on Day Release. Coursework was purely work based and the College Tutor met with Apprentices and with the Operations Manager to discuss progress.

Councillor Nutting sought clarification on the individuals filling various posts. The Town Clerk provided the relevant information but stressed that a Job Evaluation Exercise is about evaluating the post and not the person who filled the post.

The Town Clerk was asked to leave the meeting so that the Committee could deliberate over the Town Clerk’s Report.

The report of the Group Leaders was considered line by line with considerable regard given to the Town Clerk’s report.

Members were mindful of progress which had been made in the functions and activity of the Town Council and aware that some re-evaluation of certain posts was necessary. However, members were also aware of the increasing demands likely from an extended capital programme and additional service delivery in future. Hence, there would be a need for significant additional management and technical capacity and expertise.

The Committee were also aware of some of the recommendations within the LGRC Report of Sept 2016.

Group Leaders had proposed that a senior post be created to support the Council and suggested the post be designated as a Deputy Town Clerk. As this postholder would take on some of the responsibilities currently lying with existing staff the Leaders had been advised by the Shropshire Council JE Advisors that it would not be advisable to proceed with the current JE until any restructuring had been determined and the impacts assessed.

RECOMMENDED:

1. That the report of the Group Leaders be adopted, ie:

Group Leaders Report on Job Evaluation Exercise

“We have had a number of meetings regarding the report on the Job Evaluation exercise, including two meetings with relevant SC staff which enable us to understand the process more clearly. Aspects of the discussion have also led us to consider the staffing structure at STC more generally and in doing so we have given further consideration to the LGRC Review of 19th September 2016.

This has all led us to conclude that:

1. We wish to review the strategic and operational management roles within the Council with a view to enhancing the capacity and expertise available.
 2. We are mindful of the increased range of projects and areas for development in the future as evidenced by the current Capital programme.
 3. We wish to give further consideration of the appointment of a Deputy Town Clerk to support capital plans, commercial and other initiatives, etc.
 4. This will also free up the Town Clerk to concentrate on more strategic issues.
 5. The appointment of a Deputy TC will inevitably impact on the duties and responsibilities of other post holders.
 6. We would like to discuss the opportunity to delegate duties and responsibilities more widely to staff, which may result in a change of Job Descriptions for some staff.
 7. It would not be appropriate to implement the results of the Job Evaluation, including regrading some posts, while structures and job descriptions are under review.”
- 2. That following discussions with the Town Clerk, the Leaders present a report to the Personnel Committee which:**
- a. **Provides a Job Description and Person Specification for a Deputy Town Clerk post as a member appointment.**
 - b. **Identifies changes in the duties and responsibilities of existing staff as a consequence of a. above.**
 - c. **Makes recommendations on the future management and operations structure of the Council.**
 - d. **Enables a reappraisal of the Job Evaluation process and outcomes in the light of the above.**