

**SHREWSBURY TOWN COUNCIL
PERSONNEL COMMITTEE
MEETING HELD AT THE GUILDHALL, SHREWSBURY
ON 23 OCTOBER 2019**

PRESENT

Councillors

A Mosley (Chairman), Mrs H Fraser, I Jones, K Pardy (substituting for Cllr Ms Halliday), A Phillips (substituting for P Nutting).

IN ATTENDANCE

Helen Ball (Town Clerk)

APOLOGIES

Councillor Ms Halliday, P Nutting

11/19 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.

12/19 MINUTES OF THE LAST MEETING

The Minutes of the Personnel Committee meeting held on 18 June 2019 were submitted and circulated as read.

RESOLVED:

That the minutes of the Personnel Committee meeting held on 18 June 2019 be approved and signed as a correct record.

13/19 EXCLUSION OF THE PUBLIC

RESOLVED:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public be excluded from the meeting on the grounds that the following items being considered involve the disclosure of confidential information.

14/19 APPOINTMENT OF A DEPUTY TOWN CLERK

Group Leaders updated the Committee on the work in seeking the appointment of a Deputy Town Clerk. The Town Clerk set out the process in her report to the Committee

RECOMMENDED:

- (i) That the Deputy Town Clerk Job Description & Job Description as pretended by agreed**
- (ii) That the post be offered on J12 scale**
- (iii) That the recruitment process as outlined in the Town Clerk's Report be agreed**
- (iv) That the Interview Panel as appointment by the Personnel Committee be given delegated authority to formalise the appointment.**

15/19 RATIFICATION OF JOB EVALUATION SCORES AND GRADES

Group Leaders updated the Committee on the Job Evaluation scored as undertaken by Shropshire Council's HR Department. The Town Clerk reported on the work undertaken to review all Job Titles and Job Descriptions to make them more relevant to the post.

Member also discussed the level of backdating. Whilst recognising that this process began in the 2018/19 financial year, they could only justify backdating to the start of the current financial year.

RECOMMENDED:

- (i) That upon amendments to the Town Clerk & Operations Manager's Salary range been limited to 4 grades, the Job Evaluation Scores and Grades as presented by SC HR be approved.**
- (ii) That the work of the Town Clerk in updating the Job Titles and Job Descriptions & Person Specifications be approved.**
- (iii) That the all salary increases be back-dated to 1st April 2019**

16/19 JOB EVALUATION POLICY

Members of the Committee reviewed the draft Job Evaluation as presented by the Town Clerk. Members asked that the Local Conventions to be used for Job Evaluation be appended to the Policy.

RECOMMENDED:

That upon the inclusion of the Local Conventions, the Job Evaluation Policy be reviewed and forwarded to the Unions.

17/19 NEW STAFFING STRUCTURE

Group Leaders discussed a revised Structure taking into account the revised workload of the new Deputy Town Clerk Post. Additionally the Chairman asked that the revised Structure of the organisation including Team Leader Structures be circulated to all members of the Council.

RECOMMENDED:

That the revised Structure as presented be approved.

18/19 SCHEME OF DELEGATION

The Town Clerk presented a draft Scheme of Delegation. This was based on the original Scheme of Delegation taking into account the appointment of a new Deputy Town Clerk, but also taking into account individual delegations by Full Council to Officers over the last 10 years.

RECOMMENDED:

That the Scheme of Delegation to Officers of the Council be approved