

**SHREWSBURY TOWN COUNCIL  
JOINT CONSULTATIVE COMMITTEE  
MEETING HELD AT SHREWSBURY LIBRARY  
ON 28 JANUARY 2020**

**PRESENT**

**Councillors** Adams, Mrs Moseley, Mosley, Phillips & Vasmer  
**Staff** S Farmer (Chairman), R Jones, K Price, M Preece, M Wilcoxon & S Watkin  
(substituting for M Bowen)

**IN ATTENDANCE**

Helen Ball (Town Clerk), Amanda Spencer (Deputy Town Clerk), Gary Farmer (Operations Manager), Andy Watkin (Responsible Financial Officer); Justine Jones (GMB Representative), Laura Hoskisson (Unison Representative)

**APOLOGIES**

Mark Bowen

**6/19 DECLARATION 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.

**7/19 MINUTES OF THE LAST MEETING**

The minutes of the Joint Consultative Committee meeting held on 16<sup>th</sup> October 2019 were submitted as circulated and read.

**It was AGREED that:**

**The Minutes of the Joint Consultative Committee meeting held on 18 October 2019 be signed as a true and accurate record**

**8/19 MATTERS ARISING**

Re Min 4.4 Assets Tour – a dates of 29<sup>th</sup> April 2020 at 3pm had been set for the Quarry & County Ground Tour – a diary invitation will be sent to all Councillors

## **9/19 JOB EVALUATION**

### **(i) Appeal Process**

Staff sought clarification on the Appeal Process of the Job Evaluation work. The Town Clerk reported on the following:

- Details of the process was outlined in the Job Evaluation Policy which was widely available to staff. In developing a policy, examples were sought from the Town & Parish Council sector and none were forthcoming; therefore examples from the Principal Council sector were looked at and adapted to fit the roles and functions and hierarchy of a Parish Council;
- The appeal process was extended by a month to allow staff ample opportunity to lodge an appeal;
- All staff had access to the Job Evaluation Matrix used by Shropshire HR;
- The Town Clerk had met with all of the Teams before Christmas and had gone through the Appeal process. One of the biggest confusion amongst staff was that the Job Evaluation Process was a review of Job Descriptions and not individuals and recognition was taken of necessary skills required to undertake that role and not the qualifications that staff might have;
- The number of appeals received in the timescales was 22; this was split into three areas (i) querying the point scoring; (ii) questioning the back-dating; (iii) disagreeing with the job role and job description;
- The Town Clerk & Deputy Town Clerk are reviewing the appeals with a view to convening the Personnel Committee in early March and presenting a report to members;
- Staff would be notified of the outcome by mid-March.
- It was essential to draw a line under this process and initiate any awards prior to the end of the financial year;
- The Staff Appraisal Process had been deferred until the conclusion of the Job Evaluation Process as one would only cloud the other.

The Unison Representative reported that she had received a number of queries from Town Council staff regarding the process and she was helping them to understand the process. She had also reviewed the Job Evaluation Process and recognising the lack of examples at the Parish Council tier of Local Government she had a few suggestions for improvement that she would share with the Town Clerk.

## **(ii) Staff Structure**

A number of staff had questioned whether the staffing re-structure should be deferred until the conclusion of the Job Evaluation process and that no-one had been consulted on the process. The GMB Representative stressed the need to consult with staff if Terms & Conditions were to change.

The Town Clerk reported that the staffing structure was a completely separate matter to the Job Evaluation Process. The restructure was initiated to bring better efficiency into the organisation. The re-structure did not affect any staff Terms & Conditions.

## **10/19 ITEMS RAISED FROM STAFF**

- (ii) Riggs Hall** – staff enquired of the Town Council’s continued and future use of Riggs Hall. The Leader advised that Officers had been instructed to conduct a needs analysis and review of existing buildings in and around the town centre that might be convertible. He was insistent that Councillors did not want to go for a new build.
- (ii) Quarry** – staff again stressed the poor condition of the Quarry Depot and the need for redevelopment. The Town Clerk reported that a structural engineer had been commissioned to undertake a survey, but progress had been disappointing.
- (iii) Staff Morale** – The Operations Manager read out a letter from a very large and significant proportion of the employees expressing their concern about:
  - Excessive time that had elapsed since the initial Trade Union contact about Job Evaluations in October 2016;
  - Time Councillors have taken to respond to requests for updates on the Job Evaluation Process;
  - Lack of independent mediation and non-compliance with the NC Green Book;
  - The need for re-structuring and lack of consultation by Councillors;
  - Why the Town Council are paying for work that is the responsibility of Shropshire Council;
  - Lack of consultation regarding off-loading of Shropshire Council responsibilities to the Town Council;
  - Staff Morale is suffering at all levels and 10% of the workforce have applied for jobs elsewhere;
  - The letter requested a response by 10<sup>th</sup> February 2020.
- (iv) Dana Footpath** – staff asked for an update on the Dana Footpath works and whether they would be required to plant summer bedding or not. The Leader reported that the project was going ahead but the route may change

## **11/19 FUTURE MEETING DATES**

Wednesday 22<sup>nd</sup> April 2020 at 8.30am