

PORTLAND TOWN COUNCIL

Council Offices
Three Yards Close
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PORTLAND
Dorset
DT5 1JN

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5th December 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **STAFFING COMMITTEE**, to be held in the **COUNCIL OFFICES, PORTLAND COMMUNITY VENUE** on **WEDNESDAY 12TH DECEMBER 2018** commencing at **11.30 am**, when the business set out below will be transacted.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Karon McFarlane
Town Clerk

Members:

Cllrs. J. Atwell, S. Cocking, J. Draper, C. Gover and R. Wild

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Minutes of the Staffing Committee held on 21st August 2018**
- 4. Matters Arising**
- 5. Public Participation**
- 6. To discuss the staffing requirements:**
 - a) Assistant Town Clerk Vacancy**
 - b) Portland Community Venue Administrator Vacancy**
- 7. Exclusion of Press & Public**
- 8. Date of Next Meeting**

The Committee's next meeting is scheduled to take place on Wednesday, 6th February 2019, at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

PORTLAND TOWN COUNCIL
STAFFING COMMITTEE
MINUTES OF THE MEETING HELD ON
TUESDAY 21st AUGUST 2018
AT THE COUNCIL OFFICES
52 EASTON STREET PORTLAND DT5 1BT

PRESENT Councillors Jim Draper (Chairman), Sue Cocking and Rod Wild

IN ATTENDANCE

1 member of the public

1. Apologies for Absence

Cllr's Atwell and Gover sent apologies

2. Declarations of Interest

None were declared.

3. Minutes of the Staffing Committee 12th June 2018

These were signed as a true and accurate record of the meeting.

4. Matters Arising

It was noted that the job vacancy advert had to be put back due to the BEACH commitments.

5. Public Participation

There were no questions.

6. To discuss the staffing requirements, including opening hours in the new Town Council Offices

After much discussion it was agreed to propose to Full Council the following:

That the Town Council Offices are open Monday to Friday with the hours set as 9am until 4am.

7. To discuss the staffing requirements for the B.E.A.C.H

The Town Clerk's role to increase to 25 hours per week. This will take effect on a permanent appointment. A further 5 hours could be added depending on LGR.

The Assistant Town Clerk's role to increase to 15 hours per week. This is to be effective from 1st September 2018. The split would be 9 hours cost against PTC and 6 hours against the BEACH.

The Admin Assistant role is to be renamed as Admin Officer to reflect the work being done. It was also agreed to award one incremental progression on the move to the BEACH.

It was agreed to discuss this matter again at the next meeting.

8. Preparation for Town Clerk appointment

The following time lines were agreed:

Job vacancy advertisement is to be placed in Dorset Echo, Dorset For You and DATPC. It was requested this was forwarded to NALC. This was to be done as soon as possible.

The deadline date for application was set as 14th September. All applications are to be sent to adminassistant@portlandtowncouncil.gov.uk. The reason for this is transparency.

Interviews to take place on Monday 24th September 2018.

Appointment from 1st October 2018.

The job vacancy advertisement was drafted. The roles and responsibilities defined, and the essential and desirable skills written.

The hours were confirmed as 25 hours per week on SCP 32.

9. Date of Next Meeting

The Committee's next meeting is scheduled to take place on Wednesday 6th February 2019 at the Council Offices, Portland Community Venue, Three Yards Close, Fortuneswell starting at 10.30 am.

Chairman Date