



## **GILLINGHAM TOWN COUNCIL STAFF AND SALARIES COMMITTEE**

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
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Minutes of a meeting of the **Staff and Salaries Committee** held on **Monday 16<sup>th</sup> October 2017** in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.30pm.

**These minutes do not constitute a true record until ratified by Full Council.**

**Present:** Cllr A Frith (Chairman),  
Cllr P Harris (Deputy Chairman), Cllr B Von Clemens,  
Cllr Mrs S Hunt, Cllr Mrs B Ridout, Cllr Mrs D Toye  
and Cllr R Monksummers.

**Apologies:** None.

**In Attendance:** Town Clerk, Mrs Sylvia Dobie.

### **142. To approve the minutes of the previous meeting held on the 18<sup>th</sup> September 2017.**

It was proposed by Cllr Mrs B Ridout and seconded by Cllr B Von Clemens “**that the minutes of the meeting held on the 18<sup>th</sup> September 2017 should be approved as a correct record of the meeting**”. The vote was unanimous with the exception of Cllr Mrs S Hunt who abstained from voting as she had not been in attendance at the last meeting. The Chairman duly signed the minutes.  
**RESOLVED.**

### **143. Declarations of Interest.**

Members are reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered as per the National Association of Local Councils (NALC) Model Code of Conduct which has been prepared to comply with the requirements of Section 27 of the Localism Act 2011. **There were no declarations of interest.**

**Staff & Salaries Committee – 16<sup>th</sup> October 2017 – continued:**

**144. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following items:**

Cllr B Von Clemens proposed “**that Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded during the discussion of the following items**”.

Cllr R Monksummers seconded and the vote was unanimous. **RESOLVED.**

**145. To receive a list of salaries and wages cheques and associated accounts for the month of October 2017.**

A list of salaries, wages and associated accounts had been circulated to members prior to the meeting.

Cllr R Monksummers proposed “**that the wages and salary cheques to the gross value of £35,891.22 should be approved for payment**”. Cllr B Von Clemens seconded and the vote was unanimous. **RESOLVED.**

**146. To receive a budget analysis, for the staff and salaries costs, for the 2<sup>nd</sup> quarter financial year 2017-18.**

A budget analysis sheet identifying expenditure for each category compared with the budgeted figure for the year was issued with the agenda for the meeting. The total employment costs of £72,866 for the gross salaries element is on budget for the second quarter of the financial year. The employment costs of £93,013 for the gross grounds staff element is 5% under the budget figure, the employers National Insurance Contribution is over budget. This is due to the additional overtime element paid at time and half, to three members of staff, following one member of the horticultural team leaving their post during the 1st quarter.

Cllr B Von Clemens proposed “**that the second quarter budget analysis for employment costs for the FY 2017-2018 should be received and adopted**”. Cllr P Harris seconded and the vote was unanimous. **RESOLVED.**

**147. Staff Matters:**

a). To review the six month Contract for a member of the Horticultural Staff, this terminates on the 17<sup>th</sup> October 2017 and to make a decision thereon:

The Town Clerk gave a verbal report following the first six month appraisal for the member of staff and recommended that a permanent contract of employment should be issued.

It was proposed by Cllr Mrs S Hunt, seconded by Cllr B Von Clemens and unanimously agreed “**that the Horticultural Staff member should be offered a permanent contract of employment**”. **RESOLVED.**

b). To consider and agree a way forward regarding the restructuring of the Office staff.

The Chairman informed members that he and the Deputy Chairman had worked with the Town Clerk in an advisory capacity to produce the private and confidential information that had been circulated to members. Therefore, he asked members if they wished the Town Clerk to remain during the discussion of this matter and to formally take the minutes.

Cllr B Von Clemens stated that in his opinion it would be of great benefit if the Town Clerk remained at the meeting as members may wish to seek further advice or clarity from the Town Clerk regarding this matter.

**147. Staff Matters - continued:**

Cllr B Von Clements proposed **“that the Town Clerk remains in the meeting during the discussion of the restructuring of the office staff and formally takes the minutes”**. Seconded by Cllr R Monksummers and unanimously agreed. **RESOLVED.**

Cllr P Harris commenced with a presentation of a spread sheet giving details of employment costs of all staff, together with superannuation and national insurance costs and including a 1% pay raise for the Financial Year 2018-19.

Cllr Harris explained that the current Town Clerk salary point is LC3-SPC47, however, he suggested that the new incumbent should commence on salary scale LC3-SP40 as it would be hoped they would have a similar skill set, but probably would not have the long term experience.

Cllr Harris stated that the Town Clerk has asked to leave the Town Clerk’s post on the 30<sup>th</sup> September 2018. To assist the new incumbent in their first eight month fixed term contract, with a view to the offer of a permanent position, a two month transitional period should be carried out with a further six month part time role to assist with the day to day accounts, preferably under contract, as this will have an advantage to the town council as they would not be liable for National Insurance or Superannuation payments. The Town Clerk’s post should be advertised in June 2018 with the successful applicant taking up the post on the 1st August 2018.

Cllr R Monksummers asked how the work of the Responsible Financial Officer would be covered if the new Town Clerk did not have the capacity or was unable to carry out this work. Would an advert have to be placed for a Responsible Financial Officer and a new job created with additional costs in the future.

The Town Clerk informed members that the Roles and Responsibilities of the Responsible Financial Officer is part of the Town Clerk job description, but the work can be delegated out to other members of staff.

Cllr Harris explained that until the new Town Clerk has been offered a permanent position, and the council has established whether they are able to cover all of the Responsible Financial Officer responsibilities, or whether they will have more responsibility elsewhere due to the growth of the town, it may be that the town council will look to renewing the part time contract for the existing or a new member of staff in 2020-21. In either scenario, in 2020-21 monies will already be in place within the Precept for this staffing.

Whilst preparing the employment cost spreadsheet, Cllr Harris had added the employment costs for the ground staff with the addition of one full time member of the Horticultural staff to replace the vacancy left from this financial year, together with a Summer Gardener on a six month contract and the provision of an additional 4 hour per week overtime for two operatives, during the winter period, to carry out servicing of all small and large machinery in-house.

Cllr Harris stated that if members were in agreement with the above staff restructuring, the Town Clerk would present the employment costs at the next Staff & Salaries meeting to be held on the 20<sup>th</sup> November 2017 and he suggested the meeting should once again commence at 6.30pm. In regards to the wording of the advert and associated papers for the post of the Town Clerk members will need to look at this in greater detail nearer the time as the wording will need to be amended.

Cllr Mrs B Ridout proposed **“that the Town Clerk will provide the employment costs at the next Staff & Salaries Committee meeting to include the transitional period and part time contract for the restructuring of the internal staff and include the addition of one full time member of the Horticultural staff to replace the vacancy left from this financial year, together with a Summer Gardener on a six month contract and the provision of an additional 4 hour per week overtime**

**Staff & Salaries Committee – 16<sup>th</sup> October 2017 – continued:**

**147. Staff Matters - continued:**

**for two operatives, during the winter period, to carry out servicing of all small and large machinery in-house". Cllr B Von Clemens seconded and unanimously agreed.**

The meeting closed at 7.20pm.