

Silloth-on-Solway Town Council
Minutes of a meeting of the Staffing Committee
held on Friday 22 January 2021 at 7.00pm via video conference

Present:— Cllr. M. Orchard (MO).

Councillors

C. Doran (CD), W. Jefferson (WJ), A.J. Markley (AJM) & G. Wilkinson (GW).

Also present: Wendy Jameson (Town Clerk).

	<i>In accordance with The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020 this meeting was held by video conference call.</i>	
775.	Apologies - Cllr. M. Irving (personal reasons).	
776.	Declarations of Interest None.	
777.	Exclusion of Press and Public There were no press and public present.	
778.	Minutes It was RESOLVED that the minutes of the meeting held on 10 December 2020 be confirmed as a true record and signed by the Chairman.	
779.	Adjournment of meeting - There had been no requests from members of the public to speak at the meeting.	
780.	Staffing matters The Clerk provided notes to members of the committee following the meeting on 19 January 2021. The Park Supervisor to be offered a higher hourly rate of pay and to also qualify for the annual NJC percentage pay rise which should come into effect from April 2021, to recognise the additional responsibility of working out the day-to-day work schedule. The weekend working hours had been discussed and it would be better if staff were to empty bins and pick up any litter at teatime on a weekend in the summer months, to prevent any complaints. Both positions would be on 6-month probation, with a review after 3 months. As soon as confirmation has been received, the additional role can be advertised, with a view to getting someone in place as soon as possible. The Town Clerk is the line manager and the main point of contact. It was suggested there be a meeting between Mark, the Town Clerk, Dave and Friends of the Green to discuss future working relationships. It was questioned what the statutory role of the Parks Committee would be. The previous issues with former groups operating on the Green was mentioned. The Parks Committee could take a more active role by carrying out a regular walk around on the Green to identify any matters in need of attention which would be fed back to the grounds maintenance team via the Clerk. The Town Council need to agree and be consulted on any proposed projects on the Green. A walk around on the Green in the Spring would be beneficial, along with Friends of the Green, to identify any work needing to be addressed. There needs to be a further discussion on the role of the Parks Committee. RESOLVED that the Park Supervisor be offered a higher hourly rate of pay from the end of April and qualify for the annual NJC percentage pay rise when agreed, to recognise the additional responsibility of working out the day-to-day work schedule. The additional member of staff is to work alongside the Park Supervisor. The new role will be advertised. Daily/weekly work sheet also to be completed to record tasks done. Time recording device obtained for the grounds maintenance yard and a second one to be obtained for the cleaning staff. A meeting of the Parks Committee to be arranged to be discuss the role of the Parks Committee.	

Signed.....

Date.....