

STAFF ADMINISTRATIVE PANEL

Report of the Staff Administrative Panel Meeting held in the Members Room at the Hailsham Town Council Offices, Market Street, Hailsham on Monday, 5th December 2011 at 7.30 p.m.

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes had been assigned for the purpose of permitting members of the Public present to address the Panel, or ask questions (on matters relevant to the responsibilities under the direction of this Panel) at the invitation and discretion of the presiding Chairman.

None were presented.

SAP/11/ 7/30 **PRESENT:** Councillors, W.A. Bentley (substituting for Councillor J.E. Bentley-Astor,) J.L. Blake, R.T. Grocock, G.G. Rowe and A. Williams (Chairman)

31 **Officers in Attendance:** Mr. M Caira (Deputy Town Clerk) and Mrs. I. Garden (Head of Human Resources at WDC)

32 **Apologies for Absence:** None.

33 **Declarations of Interest:** None received.

Minutes of Previous Meeting

34.1 **RESOLVED** To note the Report/minutes of the meeting of the Staff Administration Panel held on 7th November 2011 as printed and circulated was approved and adopted at the Town Council meeting held on 16th November 2011. (Minute HTC/11/6/248 refers).

Matters Arising

34.2 None.

35 **Hailsham Business Enterprise Manager**

35.1 **RESOLVED** to Recommend the following Job Description for the proposed revised role of Deputy Town Clerk and Business Enterprise Manager.

Title of Post :	Deputy Town Clerk and Business Enterprise Manager
Grade:	SLCC/NALC nationally agreed scale scp 41 – 47 £34,549-£39,855
Located at:	Hailsham Town Council Offices, Inglenook, Market Street, Hailsham, BN27 2AE
Accountable to :	Hailsham Town Clerk as line manager (Guidance on Business Enterprise to be given from Council or delegated sub committee)
Accountable for:	Part time support post (details to be confirmed)

OBJECTIVES OF THE POST

Assist and deputise for the Town Clerk.

Substitute for the Responsible Finance Officer when required.

Assist the Town Clerk in ensuring that the instructions of the Council in connection with its functions as a local authority are carried out.

Identify opportunities for business relocations to Hailsham and make

recommendations to Council regarding areas of improvement within the Hailsham area.

Liaise with Wealden District Council, East Sussex County Council and other agencies in respect of joint working opportunities for the benefit of Hailsham.

MAIN DUTIES

Deputy Town Clerk

1. Deputise for the Town Clerk and assume the responsibility of this position in the event of the Town Clerk's absence.
2. Assist the Town Clerk to manage resources and activities of the Council to satisfy customer needs and meet targets.
3. Prepare agendas, in consultation with the Town Clerk, when required for meetings of the Council, its committees, sub-committees, working groups and any other meetings. When required attend meetings and take accurate minutes. Assist the Town Clerk to ensure all records relating to the Council are maintained in good order and comply with all statutory requirements.
4. Continuously monitor and recommend any revision to the Council's Standing Orders
5. Successfully implement, monitor and review the approved policies of the Council, including Health and Safety Policies.
6. Monitor data on the activities of the Town Council and on matters bearing on these activities and make appropriate enquiries and reports in accordance with the policies of the Council.
7. Receive and process correspondence and bring such matters to the attention of the Town Clerk as appropriate.
8. To assist Town Councillors to carry out their roles.
9. Oversee the management of all Council owned and managed properties, including cleaning, maintenance and letting as appropriate.
10. Assist the Town Clerk to monitor contracts, ensuring that contract terms and conditions are met and that contract variations are properly authorised and ensure best value from contractors.
11. Have a working knowledge of the Council's accounting procedures and record keeping in order to provide cover for the Responsible Finance Officer when required including management and monitoring of Council finances; calculation of budget requirements and annual precept; production of reports as required by the Town Clerk; preparation of statutory returns and other accounts; payroll and pension duties.
12. Attend civic and other functions if required. The post will involve attendance at some evening meetings and may require occasional work at weekends, if necessary.
13. Under the direction of the Town Clerk lead in recruitment, retention and continuous development of the Council's workforce to deliver effective and appropriate service to the people of Hailsham.

Business Enterprise Manager

14. Undertake research and analysis (e.g. policy and resources implications and costs) and advise the Town Clerk accordingly.
15. Investigate relevant economic conditions and work for Hailsham Town Council to identify, develop and maintain links and partnerships with potential and existing local businesses and organisations and promote Hailsham as a centre of excellence for relocation.
16. Provide professional assistance to any potential Economic Development groups set up within the town.
17. Conduct market research and maintain such information for the benefit of the town Council.
18. Implement the Council's Business and Development Plan.
19. Work strategically with the Business Development Committee and Full Council on matters relating to the economic development and regeneration of Hailsham and assist with the development of clear goals and objectives.
20. Assist the Finance Officer to secure the maximum funding possible for the future development and expansion of Hailsham, with preparing project funding applications and monitoring projects as required, including assisting Hailsham stakeholders with positive applications for external funding from any available sources.
21. Develop a situation analysis of Hailsham Town including its strengths and weaknesses.
22. Obtain professional advice and develop and maintain networks with the Chamber of Commerce, Federation of Small Business and other agencies and interest groups to establish a support group to work with the Town Council and provide expert opinion about relevant business opportunities for Hailsham.
23. To develop a strategy to enhance Hailsham as a tourist destination by re-establishing Hailsham as a Medieval Market Town for example by developing tourist information points within the commercial centre with appropriate signage in and around Hailsham.

General

24. To attend training courses and seminars in order to acquire and maintain the necessary professional knowledge for the effective management of the affairs of the Council.
25. To undertake such other duties as the Town Clerk may from time to time require.

- 35.2 The Deputy Town Clerk left the meeting at 20:10 before discussion of item 4.1 (b), salary for the Deputy Town Clerk/Business Enterprise Manager role.

RESOLVED to recommend that the salary for the combined post of Deputy Town Clerk/Business Enterprise Manager be set at spinal column points 41 to 47 of the SLCC/NALC nationally agreed scale. It was agreed that the post should be offered to the existing Deputy Town Clerk on scale point 45, to be reviewed in June 2012 after 6 months of undertaking the role. The Staff Administrative Panel to review the role in June, alongside the role of the Town Clerk. It was agreed that a commitment in principle be made to providing a part time member of staff to support the Deputy Town Clerk/Business Enterprise Manager with appropriate finances to be found. Support for training was also agreed, along with any other resources that might be needed for the new post. It was agreed that the existing Deputy Town Clerk would be given the assurance that he could revert back to his current role full time in the future should that be necessary.

The Deputy Town Clerk returned to the meeting at 20:40 p.m.

- 35.3 **RESOLVED** to recommend that should it be required, to delegate the Chairman and Town Clerk/Deputy Town Clerk to prepare an advertisement for the new post of Hailsham Business Enterprise Manager (Internal in the first instance, external if there are no internal applicants)

Confidential Business

- 36 **RESOLVED** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58.

Legal Challenge

- 37 The Deputy Town Clerk informed members that there had been no further communication from the retired employee.

There being no further business, the meeting closed at 8.45 p.m.

CHAIRMAN