



HAILSHAM TOWN COUNCIL
STAFFING COMMITTEE

MINUTES

of the meeting of the Staffing Committee,
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Wednesday 18th April 2024 at 7.00 p.m.

SfC/23/6/ 21	<p><u>Public Forum</u> Cllr D. Chapman addressed the committee, stating that he thought that if the council was hiring a Horticulturalist, the taking on of an apprentice should be considered. The committee discussed the merits of this, noted that this was on the agenda under 'Staffing Review' and that the council had previously resolved to take on a more general Grounds Maintenance role at first.</p>
22	<p><u>Present:</u> Committee members Councillors K-M Blundell-Smith (Sub), C. Bryant (Sub), B. Holbrook, P. Holbrook, K. Nicholls (Chair). S. Potts, and D. Rusu. Cllr D. Chapman also attended.</p>
23	<p><u>Officers Present:</u> J. Harrison (Town Clerk).</p>
24	<p><u>Apologies For Absence:</u> Apologies were received and accepted from: Cllr G. Blake-Coggins (with Cllr K-M Blundell Smith substituting for him) and Cllr A-M Ricketts (Cllr C. Bryant substituting for her).</p>
25	<p><u>Declarations of Interest:</u> None were made.</p>
26	<p><u>Minutes of Previous Meeting</u> RESOLVED that the minutes of the previous meeting held on 18th January 2023 are an accurate record and may be signed by the Chair.</p>
27	<p><u>Recruitment</u></p>
27.1	<p>J. Harrison updated the committee on progress with the recruitment to the Facilities and Operations Manager and Corporate Services Manager roles. The consultants CHR&GS had been commissioned to support the application process and a package of support was agreed which included everything up to interviews, including advertising, receiving and assessing applications, selecting & inviting for interview and even suggesting questions for the interviews if required. The roles were advertised on Monday 12th April via Indeed, South East Jobs and East Sussex County Council. The job adverts, recruitment brochures and Application forms had been distributed to the committee.</p>
27.2	<p>As at Friday 12th April the consultant had confirmed that 47 applications packs had been requested for the Facilities and Operations Manager (with seven returned) and 20 for the Corporate Services Manager (with one return). The closing date for applications is 3rd May. On advice from CHRGS, interview dates for each role were set in advance in advance, these being; Monday 13th May for Corporate Services Manager and Wednesday 15th May for Facilities and Operations Manager.</p>

<p>27.3</p> <p>27.4</p> <p>27.5</p>	<p>The committee was asked to consider the make-up of the interview and selection panels. The consultant's recommendation was to have two Councillors there, and for the Town Clerk to be delegated to make the appointments in consultation with those two Councillors.</p> <p>It was felt that councillors involved should ideally experience relevant to the roles and also of recruiting at a similar level.</p> <p>The committee RESOLVED that three councillors should be on each interview panel, to be agreed between them and the Town Clerk. For the Facilities Manager role, these to be from Cllrs Gavin-Clake-Coggins, Colin Mitchell, Karen Nicholls and Paul Holbrook and for the Corporate Services Manager from Gavin Blake-Coggins, Steve Potts, Barbara Holbrook and Anne-Marie Ricketts.</p> <p>The committee were asked to note that the introduction of new senior roles into the officer team, potentially at a time when the offices themselves would be closed for refurbishments, could present some challenges and issues.</p>
<p>28</p>	<p><u>Confidential Business</u></p> <p>RESOLVED that the next agenda item be conducted under confidential business as it concerns: engagement, terms of service in accordance with the Council's Standing Order No. 1E.</p>
<p>29</p> <p>29.1</p> <p>29.2</p> <p>29.3</p> <p>29.4</p> <p>29.5</p> <p>29.6</p>	<p><u>Staffing Review</u></p> <p>The committee received and considered an update on outstanding issues from the Staffing Review. There were still outstanding issues from the review, concerning Recommendations No. 11 (recruitment of a Horticulturalist) and recommendations Nos. 16-18 and 24. (The Receptionist, Democratic Services & Business Enterprise Officer, and Finance Officer Roles).</p> <p>These were delegated to the Staffing Committee to discuss further with the members of staff involved. Revised job descriptions for the Burials and Civic Officer, Democratic Services and Business Enterprise Officer, Finance Assistant and had been agreed and these had been sent to CHRGS for re-evaluation and grading.</p> <p>The committee RESOLVED to adopt these revised job descriptions with immediate effect.</p> <p>The committee RESOLVED that the overall effectiveness of the new staffing structure, which had been determined by the review, and subsequent amendments, should be subject to review within at least one year. This should include looking at individual job descriptions to ensure grades had been set correctly and if new duties had become part of any jobs, which then warranted revisiting the grading evaluation process.</p> <p>The committee RESOLVED that the part-time receptionist role would not be recruited immediately, pending review and development of the new Democratic Services and Business Enterprise Officer Role.</p> <p>The committee were asked to consider the recommendation to hire a Horticulturalist to the Outdoor Works Team. Council had previously resolved that this would be a more general purpose Grounds Maintenance role for the time being, with a review as to whether a Horticulturalist was required at a later date.</p> <p>The committee were advised that the Assets Management Committee had considered a request to bring grave-digging 'in house' as the current contracted grave digger was due to resign. The Assets Management committee has resolved that the contract first be</p>

29.7	<p>advertised for competitive tender and to review any interest. If no suitable companies came forward, the bringing in-house of grave digging should be reconsidered. Grave digging would need to be written into the job description of the new grounds Maintenance Operative.</p> <p>The Committee RESOLVED to put consideration of and recruitment to the role of Grounds Maintenance Operative on hold, pending the outcome of the tendering exercise for the Grave Digging contract and the review of that by the Assets Management Committee.</p>
	There being no other business, the meeting closed at 8.40 pm.

CHAIRMAN

DRAFT