

Notes from Staffing Review Working Party meeting held at 9.30 on 19.11.18 in the Committee Room adjacent to the Roden Suite.

Present – Cllr Dodd, Cllr Broomhall, Cllr Drummond  
P O'Hagan - Town Clerk (notes)

1. Appointment of Chairman

**RESOLVED to appoint Cllr Dodd as Chairman**

2. Apologies for absence.  
None

Absent Cllr Soul

3. To the attached paper and consider whether there is a need to employ an additional member of office-based staff.

The group considered the staffing review paper in detail along with the current job description for the Town Clerk and the Assistant Clerk. Members also compared the level of staffing provision in Wem with other market Towns in Shropshire of a similar size. Councillors recognised that Wem had more facilities and assets than several other towns but staffing levels were considerably lower.

Members were of the opinion that due to the Town Clerks knowledge and expertise the secretariat and treasurers role of WSSA should remain in the Town Clerks job description. It was pointed out that the Town Clerk carried out far more than just secretariat duties for the WSSA as she was heavily involved in the management and maintenance of the Butler Sports Center which had involved over the past few years some large infrastructure projects.

A discussion took place on other the areas of the Town Council's work that a new member of staff could take on and these included

- Events management - providing support to organisations running major town events e.g. Vehicles of Interest, Wem Christmas Lights
- Community engagement - including website / social media management
- Basic admin tasks – meeting papers preparation and distribution
- Toilet income recording and collating
- Filing

**RESOLVED to recommend**

**That provision is made in the 2019-20 budget to employ an additional member of office-based staff to be appointed for 10 hours a week at the same salary point as the Assistant Clerk.**

**That the post is funded through savings from within the existing budget codes and through an increase in the precept.**

**That the Staffing Review Working party are tasked with developing a job description and person specification for the new post.**