Minutes of a Meeting of the Staffing Committee held on Thursday 19th November at 18.00 in the Meeting Room, Wem Library, High Street, Wem.

Present: - Cllrs, D Parry, Barker, Johnson, Towers and Gascoigne.

Mrs P O'Hagan (Town Clerk).

1 To appoint a Committee Chairman

Resolved:- to appoint Cllr Barker as Committee Chairman

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2 Apologies - to receive any apologies and reasons for absence.

Resolved:- to note apologies received from Cllrs Hoffmann and Soul.

3 Disclosable Pecuniary Interests

a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
None declared
b) To consider any applications for dispensation.
None received

4 Committee Minutes - to approve as a correct record the minutes of the meeting of the Committee held on 13.11.25

Resolved:- to approve as a correct record the minutes of the meeting of the Committee held on 13.11.25 and they were duly signed by the Committee chairman

5 Appraisal – to receive an update on staff appraisals and set date and format for clerk's appraisal
The Clerk reported that all staff appraisals were complete

Resolved:- to note the report and agree that the Town Clerk's appraisal will be undertaken by The Mayor, Deputy Mayor and Cllr Gascoigne in February 2027.

6 LGPS Changes – to discuss and note

Resolved:- to note the report and Clerk to issue letters to staff informing them of the changes to absence rules.

7 Staff handbook Review – to consider quote for update
The Clerk explained that the staff handbook was due a review to ensure polices are up to date and in line with changes to employment legislation.

Resolved:- to appoint Worknest to review and update the policies contained within the handbook up to a maximum cost of £500.

8 Date and time of next meeting – to note.
Not to be set as meetings of the committee are arranged when required.

9 Exclusion of Public and Press

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:- to exclude the press and public (none present)

a) Groundsman's Summer Hours – to review.

Resolved:- to approve the Groundsman's summer hours for 2027 and staffing, committee to consider an amendment to the Groundsman's contract in 2027-28 to formalise this arrangement.

b) i) Staffing Report – to consider
Cllr Gascoigne entered the meeting at 18.15.

Resolved to recommend that :-

- **With effect from 1 April 2027, the Groundsman's post will be regraded to NJC Scale 24–26, commencing at spinal point 24, with annual progression through the increments to spinal point 26, subject to satisfactory performance. This proposal will also be conditional upon the postholder accepting an updated job title and job description to accurately reflect the revised responsibilities and scope of the role.**
- **With effect from 1 April 2027, and in recognition of the seniority and responsibilities of the role, the RFO/Deputy Clerk post will be regraded to NJC Scale 26–28, commencing at spinal point 26, with annual progression through the increments to spinal point 28, subject to satisfactory performance.**

ii) Job Description Review - to consider
It was explained that due to the significant changes to the Groundman's role his job description from 2006 and job title was no longer fit for purpose

Resolved:- to recommend that

- **the Groundsman's job title is changed to Grounds and Recreational Assets Manager.**
- **the job description for the role of Grounds and Recreational Assets Manager be approved.**

c) Staffing Budget for 2027-28 – to consider report and make recommendations for 2027-28 staffing budget (copy enclosed).

Resolved:- to recommend to Full Council that a staffing budget of £175,721 is set for 2027-28

Meeting ended 19.00