

MOLD TOWN COUNCIL

Minutes of the meeting of Mold Town Council Personnel Committee held at the Town Hall on Monday 23rd September 2013.

PRESENT:

Councillors: Robin Guest (Mayor), Haydn Bateman, Geoff Collett, Carol Heycocks and Bryan Grew with the Clerk and Finance Officer.

4. APOLOGIES

Councillors: None

5. MINUTES

Resolved: It was resolved that the minutes of the meeting held on 11th June 2013 be received and approved as a correct record.

6. DRAFT JOB DESCRIPTION – SUPPORT OFFICER POST

The committee considered the draft job description prepared by the Clerk. The Clerk gave some background on how she had developed the job description, by obtaining three job descriptions from Buckley, Connah's Quay and Kingston Town Councils. The Clerk had then consulted with the Town Centre Manager on the draft which resulted in some amendments. The suggested salary grade was arrived at through comparison with the three sample job descriptions, the current salary grades of existing staff and the Clerks knowledge of administrative grading at Flintshire County Council. The Clerk advised that should the Town Council approve the proposals then it would cost in the region of £11,933 for the first year of the appointment based on the bottom grade of the post.

The committee discussed how the Town Council could ensure affordability, and correct number of hours required for the post. It was agreed that it would be easier for the Town Council to increase pay and hours should it be required, than reduce the pay and hours. The Mayor suggested the initial appointment should be for a 16 hour week with a pay grade between Spinal Column Point (SCP) 8-12, (£13,321 to £15,189), with a review of the post and requirements of the Town Council following a six month trial period.

The Committee considered and agreed the proposed job description responsibilities, and suggested that how the hours would be worked could be agreed later based on the requirements of the Clerk and Town Centre Manager.

Resolved: It was resolved that:

- a) The Committee recommend the Budget Committee include within the budget considerations for 2014/15 the sum of £8,000 for the appointment of an Admin Support Officer for an initial 16 hours per week with a pay grade at SCP 8-12, (£13,321 to £15,189) pro rata.

- b) The Committee recommend that the Town Council approve the Job description with the amendments detailed above, and appointment of an Admin Support Officer.

7. BUDGET 2014/15

The Committee considered other potential budget pressures for 2014/15 and agreed that there should be a 1% increase allowed for salary increases in the event of the National Association and the Society of Local Council Clerks agreeing and increase.

The committee recognised the budget pressures already identified and agreed that potential budget savings should also be identified. Following advice from the Clerk the committee agreed that the current budget for Miscellaneous Administration of £5,300 could be reduced for 2014/15 by £1,500.00. The budget had been set at £5,300 for 2013/14 to allow for the appointment of HR and H&S Consultants, and the development of the Town Council's website. The consultants finally approved were cheaper than anticipated and a grant has been awarded to all Town and Community Council to assist with Website development.

Resolved: It was resolved that:

- a) The Committee recommend the Budget Committee include within budget considerations for 2014/15 a 1% increase on salaries.
- b) The Committee recommend the Budget Committee reduce the current Miscellaneous Administration budget from £5,300 to £3,800 for 2014/15.