

**MINUTES OF EDLINGTON TOWN COUNCIL STAFFING COMMITTEE HELD ON MONDAY 29<sup>th</sup> NOVEMBER, 2021 AT 10AM IN THE COUNCIL OFFICES, STUBBINS HILL, EDLINGTON.**

**Present:** Councillors Joan Briggs (Mayor), Steve Reardon and Rob Reid.

**Also in Attendance:** Simon Oldham (Town Clerk) and Mark Caudwell (Cemetery & Grounds Maintenance Supervisor).

**2021.13 Apointment of Chair.**

**RESOLVED** that Councillor Rob Reid be appointed Chair of the Staffing Committee.

**2021.14 To consider and approve apologies for absence.**

**RESOLVED** to approve the apologies of Councillors Jan Devanney and Linda Smith.

**2021.15 To consider motions for the variation to the order of business (if any).**

None.

**2021.16 To receive any declarations of interest not already declared under the Council's code of conduct or Members register of disclosable pecuniary interests.**

None.

**2021.17 To identify items for which the press and public may be excluded (if any).**

**RESOLVED** to exclude the public and press in respect of agenda item 6 "Confidential item – Review of Cemetery & Grounds Maintenance Staffing structure/terms and conditions of employment and requirements going forwards from 2022 (the press and public are excluded by virtue of personal information relating to individual staff members, their pay grades and terms and conditions of employment)".

**2021.18 To consider the award of a Christmas bonus to staff.**

**RESOLVED** (1) to award a Christmas bonus of £100 to all full-time staff, £50 to all part-time staff and £20 to the Rat Bait operative and (2) to present a 25 year long service award, comprising certificate and £100 to Gary Shaw, Cemetery & Grounds Maintenance Deputy Supervisor and he be invited to the next Town Council meeting on 14/12/21 to be presented with the award by the Town Mayor.

**2021.19 Confidential item – Review of Cemetery & Grounds Maintenance Staffing structure/terms and conditions of employment and requirements going forwards from 2022.**

**RESOLVED** (1) to consult with the Cemetery and Grounds Maintenance Team staff providing a 14 day consultation timeframe on the following proposed staffing establishment structure going forwards to meet the current and perceived workstreams and Town Council priorities from early 2022 :-

- the permanent establishment of the fifth Cemetery & Grounds maintenance post "Cemetery & Grounds Maintenance Operative" at SCP 3 on the National Joint Council (NJC) scale for local government employees, thereby retaining a total of 3 full-time posts at this level
- the Deputy Cemetery & Grounds Maintenance role be regraded at SCP 5, on the National Joint Council (NJC) scale for local government employees
- the Cemetery & Grounds Maintenance Supervisor role be regraded at SCP 10 on the National Joint Council (NJC) scale for local government employees
- the existing job descriptions be approved as remaining fit for purpose subject to the following addition in to the JD of both the Supervisor and Deputy Supervisor roles "providing relief caretaking and cleaning requirements of the Grainger Centre on

occasion where the caretaker may be away on leave or in circumstances where incapacitated such as illness/sickness absence. In lieu of taking on such "relief" duties, which as well as opening/closing for user groups hiring the centre, to include any minor maintenance or cleansing requirements including checking functionality of the heating/water etc. These relief duties to be subject to overtime payments at the appropriate rate;

(2) the outcome of the consultation exercise and staff feedback be reported to the Town Council meeting on 11/1/22 for consideration and to determine a final Team structure for implementation from 1/2/22;

(3) to recommend to Council that provision in the sum of £5000 be added to the draft budget and precept for 2022/23 in respect of a development item for a replacement mower/upgrade and that further research and costings on the prospects of taking on an apprentice from 1/4/22 at the Cemetery to help inform the feasibility of whether or not this should be incorporated into the precept for 2022/23.

The meeting closed at 11.40am