



# Devizes Town Council

[www.devizes-tc.gov.uk](http://www.devizes-tc.gov.uk)

## **Community & Civic Resources Committee**

You are summonsed to attend a meeting of the Community & Civic Resources Committee at the following, place and date.

Date: Tuesday, 6 October 2015

Time: Immediately after the Planning Committee Meeting

Venue: Council Chamber, Town Hall, St John's Street, Devizes

Enquiries: Town Hall - Tel: 01380 722160

The Town Mayor (Councillor Giraud-Saunders)

Chairman: Councillor Geddes

Councillors: Mrs Bridewell  
East  
Nash

Mrs Burton  
Evans  
Wooldridge

Corbett  
Hopkins

## **AGENDA**

### **1. MINUTES**

To approve as a correct record and authorise the Chairman to sign the minutes of the Community and Civic Resources Committee Meeting held on 25 August 2015 which have been circulated alongside the agenda.

### **2. APOLOGIES FOR ABSENCE**

### **3. DISCLOSURE(S) OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

**4. PUBLIC PARTICIPATION**

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

**5. NARRATIVE INCOME & EXPENDITURE ACCOUNT AUGUST 2015**

**5 MONTHS THERFORE 42%**

**INCOME**

1. 1<sup>st</sup> half of precept received April 2015
2. Nil income 19 the Brittox, reduced income Handel House. Eight commercial properties pay on a quarterly basis therefore true income figures at the end of September.
3. Historically poor August income figures bring down overall venues income.

**EXPENDITURE**

4. Twinning expenditure largely fully expended in June 2015.
5. Three grants fully paid at start of financial year.
6. Quarterly commercial management fees invoiced in September
7. Festival Grant fully expended.
8. Christmas Festival & Lights expended at year end.
9. Majority of Capital expenditure now complete.

**6. REPORT FOR INFORMATION – SCHEDULE OF ACCOUNTS PAID**

A Schedule of Accounts Paid is attached for information (doc 6/1-6/2).

**7. REPORT FOR INFORMATION – INSPECTOR ARMSTRONG**

As you may be aware Inspector Matthew Armstrong will no longer be Inspector for Devizes, he has moved onto pastures new. Our new Inspector will be Inspector Nick Mawson, it is hoped that he will attend a meeting in the very near future.

## 8. REPORT FOR DECISION – WILTSHIRE ASSEMBLY CONFERENCE

For the committee to decide if it wishes to send representation to the Wiltshire Assembly Conference on Thursday 29 October at Brunel Room, Springfield Community Campus, Corsham, SN13 9DN from 10am until, 12.45pm.

The subject for this year's conference is "What does living in a rural county mean to you?" Refreshments will be provided on arrival plus a light lunch.

If this committee wishes a representative to attend then it needs to decide who.

There is adequate funding within Member Training for any expenses.

## 9. REPORT FOR DECISION – REVIEW OF STAFFING

### **Recommendation**

That Community & Civic Resources Committee agrees the recommendations of the Personnel Panel within this report regarding the review of posts, job descriptions and grades as a result of a review of staffing following the resignation of the Venues Administrator.

### **Purpose of the Report**

The resignation of the Venues Administrator provided the opportunity to review the posts within the Council Offices and this report sets out the officers' recommendations following that review.

### **Background**

The Venues Administrator resigned from her post at the end of July. A report was considered by the Personnel Panel on 14 July 2015 which resolved that:

*The Panel supports the proposal of Senior Officers to explore opportunities for different ways of delivering services with Venues and Core Administration staff and that once an officer recommendation is reached it comes back to the Panel for review.*

This report lays out the recommendations for that review that was presented to the Personnel Panel at its meeting on the 22 September. At that meeting, the Personnel Panel agreed to support all of the recommendations to be adopted by Community and Civic Resources Committee.

Over the summer months Officers have tested some different ways of working, on a trial basis, involving existing part time post holders increasing hours and undertaking different functions.

This has proved very successful, although now that the workload is starting to increase following the quiet summer weeks, officers have identified where the gaps in delivery are starting to occur and how this might be resolved.

COMMUNITY & CIVIC RESOURCES COMMITTEE  
6 OCTOBER 2015

The proposal that the Personnel Panel has agreed to support is the deletion of the post of Venues Administrator, a review of hours and, or, duties of three existing posts and the creation of a new part time Receptionist/Administrator. All posts have been graded using the Greater London Provincial Council Job Evaluation Scheme which is utilised by the Town Council (for all posts other than Town Clerk and Deputy Town Clerk where the Nalc/SLCC scheme is applied)

The posts that have been reviewed are:  
Committee Administrator – duties and hours  
Finance & Cemetery Administrator – duties and hours  
Civic Administrator - duties

The proposed job descriptions for these posts are attached but the main changes are as follows:

Committee Administrator - proposed new title Venues & Committee Administrator

An increase in hours from 25 hours to 37 hours (increase of 12 hours)  
Duties to be expanded to include the administration of venues bookings, including meeting clients and promoting the venues

Finance & Cemetery Administrator – title to remain unchanged

An increase in hours from 30 to 37 (increase of 7 hours)  
Duties to be expanded to include the financial administration of venues bookings to include issue invoices & debt collection.

Civic Administrator- proposed new title Personnel & Civic Administrator

Already on full time hours  
Duties to be expanded to include personnel administration and supervision of new Receptionist/Administrator

New post of Receptionist/Administrator – Administrative Assistant

Proposed hours 10am to 4pm with hour for lunch representing 25 per week.  
To provide first line telephone and receptionist function plus general routine and ad hoc administration to other posts – to include such things as photocopying, press cutting library, preparation of displays as directed by the supervisor.

Benefits of this configuration

Officers believe that this structure gives strength for the future in terms of flexibility and shared skills that will allow the organisation to respond to future challenges of new services and increased responsibilities.

The post of Administrative Assistant will allow more senior members of staff to be relieved of time consuming routine general clerical and administrative tasks which will allow them to provide more value for money in taking on projects of greater complexity.

The proposal represents an overall increase of two hours of staffing per week and on year one provides a saving of £866. There is a slight increase in costs of £41 on year two and the full costs taking into account increments in year 3 amounts to £1745.

### **Options Considered**

The Committee are asked to support the recommendations of the Personnel Panel as follows

1. To delete the full time post of Venues Administrator
2. To agree the new post of Venues & Committee Administrator on the job description, as previously circulated.
3. To agree the new post of Finance Administrator on the job description, as previously circulated.
4. To agree the new post of Personnel & Civic Administrator on the job description, as previously circulated.
5. To agree the new post of Administrative Assistant on the attached job description (doc 9/1) and to give permission to recruit to the post.

### **Implications and Risks**

#### **Financial and Resource Implications**

The financial implications are set out in doc 2/5 and results in saving on year 1 of £866, an small increase in year 2 of £40.95 and a larger increase in year 3 of £1745.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

#### **Risk Assessment**

Officers are unaware of any risk implication for the Council associated with this decision.

#### **Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

## **10. REPORT FOR DECISION – RECRUITMENT TO POST OF VENUES SUPERVISOR**

### **Recommendation**

That the Committee adopts the recommendation of the Personnel Panel to recruit to the vacant post of Venues Supervisor arising from the retirement of the current post holder at the end of the year.

### **Purpose of the Report**

To ask the Committee to adopt the recommendation to recruit to the post of Venues Supervisor.

### **Background**

Since Mr Pearce, Venues Supervisor, gave notice of his retirement, officers have conducted a review of posts and structures to include the office staff which is the subject of a previous report.

The resignation of Venues Assistant have provided this opportunity to undertake a robust review of service delivery and staffing across the venues and the core office services.

Initially, officers were of a view that the supervisory element of the Venues Supervisor was actually quite small and that this function could be undertaken in a different way.

However, the Direct Services Manager has now been able to explore in detail how the services operate and has concluded that it would be difficult to manage effectively without this hands on, operational supervision to take responsibility on a day to day basis.

Retaining this capacity will also provide the structure to be able to accommodate future developments should the Town Council take on the running of other venues and commercial activities in the future.

The job description have been reviewed and graded with the post remaining at the current scale range.

### **Options Considered**

The Personnel Panel recommend that the post of Venues Supervisor is recruited to on the job description and grade attached to this agenda doc 10/1 refers and is asking the Committee to support this recommendation.

### **Implications and Risks**

#### **Financial and Resource Implications**

Recruitment will probably be on the bottom of the range and, therefore, initially there will be a staffing reduction on years on and two.

#### **Legal Implications and Legislative Powers**

The Council will be considering this matter under its General Power of Competence.

#### **Environmental Implications**

Officers are unaware of any environmental implication for the Council associated with this decision.

**Risk Assessment**

Should the council not recruit to this post there is the risk that standards and operational efficiency may be compromised.

**Crime and Disorder**

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder act 1998.

**11. QUESTION TIME**

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

TOWN CLERK