

Minutes of the Personnel Meeting held on Thursday 2nd April 2015 at 6pm at the Town Hall, Creed Street, Wolverton, MK12 5LY



Councillors present: Councillors Saunders (Chair), Irons (Vice-Chair), Holroyd, Galloway and Sedgwick.

Absent:

Also present: Sally McLellan- Town Clerk and one member of the public

PE14/19	Apologies for absence- Cllr Hussain- personal
PE14/20	Declaration of Interest on any matter on the agenda- No declarations were made.
PE14/21	Public Question Time: Member of the public to ask questions on any matters dealt with by Full Council. (Questions must be submitted in advance in accordance with the Council's Standing Orders)- The following question was submitted by Paul Ridley: Can you tell me the policy & procedure for removal of Graffiti by the Caretakers for the following 1 Residential properties 2 Small Business properties The Chair provided Mr Ridley with the council's graffiti removal form which enables both businesses and residents to have their graffiti removed free of charge by the caretaking team, with a possible contribution towards any materials such as paint.
PE14/22	Minutes of the meeting on 19th March 2015: It was RESOLVED for the Chair to sign the minutes of the meeting held on 19 th March 2015 as a true and correct record.
PE14/23	Assistant Area Caretaker: To note the resignation of the Assistant Area Caretaker- The resignation of the Assistant Caretaker was received and noted. The committee wished him well in his new role.
PE14/24	Review the role of Assistant Area Caretaker and hours required to perform the role- It was RESOLVED to ask the council: Do they need the caretaking service to be radically changed? If they wish to keep the service as it is was RESOLVED by a recorded vote that an Assistant Caretaker would be employed on a permanent basis for thirty hours a week to carry out the following tasks: <ol style="list-style-type: none"> To plant and maintain the Town Hall gardens, flower baskets and land belonging to or managed by the Town Council. To carry-out weed control, plot preparation and general maintenance at any allotments administered by the Town Council. To undertake practical jobs such as footpath clearance, strimming, hedge cutting etc. as directed by the area caretaker. To keep pathways and walkways surrounding Town Hall & car park free from litter, weeds, leaves, snow and ice. To remove graffiti where required. To inspect and maintain dog bins. In liaison with Milton Keynes Council remove fly posting and graffiti, inspect and report damage of street furniture. To help prevent crime, vandalism and anti-social behaviour by being a visible presence and acting as the 'eyes and ears' of the Town Council. To encourage a feeling of community and pride throughout the town council area.

	<p>j. To report 'sites of concern' such as fly tipping, abandoned vehicles, road and pavements in need of repair, faulty street lights and other environmental problems around all wards on a regular and frequent basis.</p> <p>k. To take all reasonable care for the Health and Safety of self and others, and carryout all tasks and duties in accordance with the Health and Safety Policy of the Town Council.</p> <p>l. To take full responsibility for Town Council equipment.</p> <p>m. To undertake minor maintenance tasks to all Town Council properties</p> <p>n. Locate and download data for the Speed Indicating Devices</p> <p>o. To maintain and update council noticeboards</p> <p>p. Assist with Britain in Bloom</p> <p>q. To lock and unlock the Town Hall as required.</p> <p>Councillors Holroyd, Irons and Saunders voted for this proposal, councillor Galloway voted against and councillor Sedgwick abstained.</p>
PE14/25	<p>Consider the recommendation to create a separate role to co-ordinate community events-</p> <p>It was RESOLVED for the council to consider the above question as to whether they need the caretaking service to be radically changed or they wish to consider creating a separate role to co-ordinate community events.</p>
PE14/26	<p>Consider recommended measures to cover the role(s) whilst recruiting for the permanent position(s)-</p> <p>It was RESOLVED to recruit temporary cover to assist with caretaker duties and events through Reed UK or another agency to fulfil the Assistant Caretaker role, until a permanent solution has been sourced.</p>
PE14/27	<p>Agree the recruitment process and interview panel for the positions-</p> <p>It was RESOLVED that if the council wish to recruit for the permanent position for the Assistant Caretaker role and Events Co-Ordinator position then the process to be as follows:</p> <p>Key goals for the Assistant Area Caretaker position:</p> <ul style="list-style-type: none"> • Essential to have a full clean driving licence with the ability to drive a vehicle and trailer up to a combined Maximum Authorised Mass (MAM) of 8.25 tonnes. • Basic carpentry/DIY skills • Strong handyman experience • Flexible working hours to include weekend and evening work • Previous gardening experience • Strong Customer Service experience <p>Key goals for the Event Co-ordinator position:</p> <ul style="list-style-type: none"> • Qualification in road closures//traffic management. • Strong customer service experience • Strong co-ordination and event management experience • History of working with and training volunteers • Experience or ideally qualified in working with electrics <p>Advertising Sources and period</p> <p><u>Assistant Area Caretaker</u></p> <ul style="list-style-type: none"> • BALC-free • Local Newspaper- £328.50 for both adverts in the same two weeks (60 words total) • Town Council website- free • Town Council newsletter- free • Reed.co.uk - £175 (one off cost for advertising up to six weeks) <p><u>Event Co-ordinator Position</u></p>

	<ul style="list-style-type: none"> • BALC-free • Local Newspaper-cost included above for two weeks • Town Council website- free • Town Council newsletter- free • Reed.co.uk - £175 (one off cost for advertising up to six weeks) <p>Total Cost £798.50</p> <p>“Open until filled” is an option for both positions which allows the advertisement to remain open and viewable on free advertising sites until filled, plus up to six weeks on the Reed website. This option is recommended for both positions.</p> <p>Recruitment panel The recruitment panel to be as follows: <u>Assistant Area Caretaker</u> Panel to consist of: Chair of Council or Vice Chair Chair of Personnel or Vice Chair Town Clerk Area Caretaker</p> <p><u>Event Co-Ordinator</u> Panel to consist of: Chair of Council or Vice Chair Chair of Personnel or Vice Chair Area Caretaker Projects Officer</p>
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The Chair Closed the Meeting at 20.15 pm

Signed.....Chair

Date.....