

HALEWOOD TOWN COUNCIL

At a Special Meeting of the Town Council held on Thursday 7th March 2019 (7.00 pm) at the Arncliffe Centre, Arncliffe Road, Halewood, the following Members were:-

PRESENT COUNCILLORS

N Hogg
(Chairperson)

Cllr K Dalton
Cllr Miss C Rose
Cllr A Harvey

Cllr B Swann
Cllr Mrs. B Dunn
Cllr I S Hamilton
Cllr E Finneran

Also in attendance:-

G MacKenzie, Town Manager

133. APOLOGIES

Apologies for non-attendance were received and accepted from Cllr. S Ball, Cllr. D Perry, Cllr. D Samuels and Mrs A Farrell.

134. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were no declarations of interest.

EXEMPT ITEM

RESOLVED:- That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.

135. STAFFING (AS)

The Town Manager presented a report which advised members of the resignation of a staff member (AS) and sought approval to proposed arrangements to fill the resultant post.

Within the report Members considered a proposed Job Description (JD) and Person Specification (PS) for the post, the former updated from that agreed by Members in August 2015, an advertising and recruitment strategy together with an amendment to an honoraria payment currently being paid to a Support Officer.

During the ensuing debate, Cllr Swann sought clarification on the amendment to the Job Description which he stated he had not seen before, and which in his view should be advised to the Trade Unions. The Town Manager provided the clarification and confirmed that, if Members so wished the JD would be sent to the Trade Unions as outlined by Cllr Swann.

Cllr Swann also sought an amendment to the PS saying that the references to the need to have a '*working knowledge*' of Town Council's policies and procedures' and of 'stock rotation systems and other actions to minimise waste' is discriminatory in that it pre supposes the candidate having previously worked for a Town Council. The Town Manager confirmed that, if Members so wished the PS can be so amended prior to publication.

Cllr Swann also questioned the requirement for the successful candidate to have 'the ability to manually handle and lift safely' claiming that this too is discriminatory. In response, Cllr Miss C Rose outlined the process requiring an Employer to make 'reasonable adjustments' should a person with a disability be employed and that the requirement as stated in the PS is not discriminatory in any way.

In relation to the honorarium proposal contained within the report, in Cllr Swann's view the Town Council's priority was to grow the business and that in this respect the Town Council did not need this role, rather it should reinstate the role of Functions and Events Officer and recruit to that post.

In supporting Cllr Swann on his assertion regarding the reinstatement of the F&EO, Cllr Harvey made reference to an item on the JD requiring Support Officers to 'undertake, within capabilities, repair, maintenance and improvement works, including redecoration'. Stating that he too had not seen this documentation before, in Cllr Harvey's view, 'this should be thrown out'.

In Cllr Hamilton's view this proposal was straightforward, a member of staff had resigned and leaves on 21st March and as a result, there is a requirement to allocate responsibilities for bar operations, including appointment as Dedicated Premises Supervisor, which currently attracts an honorarium; this is a legal requirement without which the Town Council cannot trade. The Town Manager had proposed that this element of the role currently undertaken by AS be re-allocated to another Support Officer leaving the resultant role to be advertised.

In relation to role of DPS, the Town Manager reported that having regard to the legal requirement to hold a Personal Licence (PL) the proposal contained within his report refers to the only member of staff who holds a PL and who is willing to undertake the role.

In response to a question by Cllr Mrs B Dunn, the Town Manager said that it was the responsibility of all staff members to market and promote the Town Council's facilities and events.

It was moved by Cllr. I Hamilton and seconded by Cllr. Miss C Rose, and

- RESOLVED:-**
- (a) That the Town Manager's report be noted.
 - (b) That the resignation of the staff member (AS) be accepted.
 - (c) That the responsibilities outlined in para 3.2 of the report be assumed by another Support as outlined in para 3.3. of the report.
 - (d) That the Job Description attached at appendix 1 be approved subject to any comments by the Trade Unions to whom it should be referred.
 - (e) That the Person Specification be approved subject to the deletion of the word 'Working' as outlined above.
 - (f) That the advertising strategy and role of the Appointments Panel as outlined in para 3.6 of the report be approved subject to the vacancy notice also being placed in the local Job Centre.
 - (g) That the proposed honorarium adjustment as outlined in para 3.9 of the report be approved.

At the request of a Member the vote was recorded

FOR THE PROPOSAL

Cllr N Hogg
Cllr Miss C Rose
Cllr K Dalton
Cllr Mrs E Finneran
Cllr I S Hamilton

AGAINST THE PROPOSAL

Cllr B Swann
Cllr Mrs. B Dunn
Cllr A Harvey

Meeting closed at 8.15p.m.

Signed

Date