

**CHESHAM TOWN COUNCIL**  
**MINUTES of the meeting of the STAFFING COMMITTEE**

Meeting held on 1 September 2022

**Councillors:**

Councillor Simon Booth  
Councillor Justine Fulford  
Councillor Chasey Hood

Councillor Jane MacBean  
Councillor Rachael Matthews

**In attendance:**

Mrs Emma Powley  
Mr Tony Marmo

Interim Town Clerk  
Chief Executive Officer

**ELECTION OF THE CHAIR AND VICE CHAIRMAN**

It was proposed, seconded and unanimously agreed by the Staffing Committee that Councillor Culverhouse be appointed Chair for the administrative year 2022/2023.

It was proposed, seconded and unanimously agreed by the Staffing Committee that Councillor Booth be appointed Deputy Chair for the administrative year 2022/2023.

**29. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Aslam, Fayyaz and Wilson.

**30. DECLARATIONS OF INTEREST**

There were none.

**31. TO RECEIVE THE MINUTES OF THE PREVIOUS MEETING HELD ON THE 15 NOVEMBER 2021**

The minutes of the previous meeting held on the 15 November 2021, were agreed as a true record.

**32. BUILDING OUR FUTURE PROGRAMME**

The Chief Executive elaborated on his report and explained that the report related to two elements of the Building our Future programme; values & behaviours and workforce development. It was noted that through a number of workshops 5 key statements had been agreed upon, with the Chief Executive and service managers; these values and behaviours would be core to the Councils operations and would be used as part of the performance review and appraisal process. In response to a question asked, it was confirmed that the strategic aims of the Council had been fully considered and would complement the future programme. Strategic Aim 6 of the Council states that "*we will ensure that the money entrusted to us by the residents of Chesham is securely managed and spent effectively on achieving the above strategic objectives*" which would be complemented by officers' commitment to efficiency, effectivity, trustworthiness and the digitalisation process.

## **RESOLVED:**

- i) That the introduction of the Building Our Future programme was noted.
- ii) That the values and behaviours presented in the report were adopted.
- iii) That the investors in people framework be used to develop our workforce.

### **33. STAFF STRUCTURE**

The Chief Executive elaborated on his report and explained that one of his strategic aims since joining the Council in March 2022 was to consider the existing staffing structure. Through numerous meetings with staff, it had become evident that some officers were unclear about their roles and faced challenges when trying to deliver services. As such the staffing changes in the report were proposed, staff affected, having already been consulted. It was noted that Operational Services could be commercialised and it was further suggested that part of this role would be to promote and engage with procuring and delivering additional training to staff to ensure that the Council was fully Health and Safety compliant.

It was reported that without a Head of Operational Services, the role of the Chief Executive would be more stretched. This could also impact on future projects lead by the Town Council such as the Gym and Swim Development and the Elgiva Theatre Development as his role would be less strategic and more focused on the Operational aspects of Council.

## **RESOLVED:**

- i) That the responsibilities' structure, including creating three departments: strategic services, corporate services, and operational services be approved.
- ii) That the changes to the staff structure be made as follows:
  - The post of Head of Operations is created
  - The post of Town Clerk be changed to Democratic Services Manager
  - The post of Corporate Services Assistant is created

### **34. TOWN HALL OFFICE REFURBISHMENT**

The Chief Executive submitted his report and explained that he had reviewed the working conditions of the Council's main office, based at Chesham Town Hall. It had become apparent that there was a need for a safer, more modern working environment which would be of benefit to staff making it an overall more pleasant place. A number of measures had already been taken in modernising the office but further investment would be needed. Currently, there were no areas for any private and confidential meetings; a lack of storage and archiving space and a separation of offices which reduced the collective and cohesive working environment achieved when working in an open-office environment. It was explained that there was currently a budget of £37,000 in the small projects budget for 2022/2.23 which it was proposed, could pay for the works, although the total cost of the works was estimated to be £28,000.

The Committee agreed that the current office environment was not fit for purpose and did not demonstrate how highly the staff were valued.

## **RESOLVED:**

- i) That the work being undertaken to improve the working environment for staff in the Town Hall main office be noted and agreed to how the proposed improvements was to be funded.

### **35. PROBATION SERVICE PARTNERSHIP**

The Chief Executive elaborated on his report and explained that the Committee were being asked to consider partnership working between Chesham Town Council and the HM Prison and Probation Services. It was explained that one of the main purposes of unpaid work is to provide reparation for previous criminal behaviours as well as rehabilitation and offering vocational skills which could lead to reoffending. The Parks and Maintenance Team would ideally be suited to partnering as they currently have a backlog of work and this could provide a mutually beneficial solution.

Members were supportive of the proposed partnership working and sought reassurance that should they enter into partnership on unpaid work, that staff would not be unduly impacted with supervisory elements being added to their role. The Chief Executive explained that every effort would be made to ensure that the current staff would not be negatively impacted and that the report was seeking authority for the CEO to investigate the viability of partnering and report back to Members once more details and information had been gathered.

#### **RESOLVED:**

- i) That the CEO be tasked with contacting HM Prison and Probation Service for the South-Centra; Region to investigate the viability of partnering together on a series of projects to the benefit of our environmental and grounds maintenance objectives

The meeting closed at 8.03pm