

CHESHAM TOWN COUNCIL
MINUTES of the meeting of the STAFFING COMMITTEE

held on Monday 14 November 2022

Councillors:

Cllr Parveiz Aslam
Cllr Simon Booth
Cllr Emily Culverhouse (Chair)
Cllr Justine Fulford
Cllr Rachael Matthews

In Attendance:

Tony Marmo, Chief Executive officer
Kathryn Hallett, Head of Corporate Services
Georgina Fernandez, Democratic Services Officer

36. APOLOGIES FOR ABSENCE

Apologies were received from: Cllr Mohammad Fayyaz, Cllr Jane MacBean, Cllr Fred Wilson

37. DECLARATIONS OF INTEREST

None

38. MINUTES OF LAST MEETING

Minutes from the meeting held on 1st September 2022 were approved

39. ACTION TRACKER

The Chief Executive Officer noted to the group that most actions were completed apart from progressing with investors in people as this will be done by the Head of Corporate Services and the Corporate Services Assistant. They shall also contact the HM Prison and Probation Service.

40. EXCLUSION OF PUBLIC AND PRESS

It was moved by the Chair and

RESOLVED:

- i. **that the public and the press be excluded from the following item in accordance with the Public Bodies (Access to Meetings) Act 1960, as matters which are considered to be confidential are about to be discussed.**

41. ANNUAL REVIEW OF STAFF SERVICES AND PAY

The Head of Corporate Services presented the current year (2022/23) staffing structure and salaries to the committee. This showed that with pension calculations the staffing over spend will be £20,000, rather than the predicted £38,000. The Head of Corporate Services also presented the proposed staffing structure and pay for the next financial year (2023/24).

The Chief Executive Officer gave an update on staff recruitment:

- Danny Essex has been appointed as Head Of Operational Services. His Deputy Manager at the Gym & Swim, Alex Jones, shall be promoted to Gym & Swim Centre Manager. The

Chief Executive Officer confirmed that by promoting staff internally to current vacancies has created a saving of £14,000 for the current financial year. This means the overspend will reduce further to £6,000.

- CTC are looking to appoint apprentices for some existing vacancies and to use casual staff to cover weekend and evening caretaker role.
- The Elgiva had been having trouble recruiting staff but were currently interviewing. The Community Engagement Officer role has been left vacant as a suitable candidate has not been found.

RESOLVED:

- i. That all proposed structures are approved by the committee.**

Cllr Parveiz Aslam congratulated the Chief Executive Officer and the Head of Corporate Services on the clarity of the documentation and spreadsheets produced for this meeting.

Meeting Closed at 8.18pm