



## SANDOWN TOWN COUNCIL – MEETING MINUTES – 12 NOVEMBER 2024

Minutes of the Meeting of Sandown Town Council Human Resources Committee held on **MONDAY, 12 NOVEMBER 2024** at 13:00 at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present:** Cllrs Alex Lightfoot (Chairman), Ian Ward and Paddy Lightfoot (Substitute for Toby Wilcock).

**Also Present:** Richard Priest (Clerk), Jennifer Armstrong (RFO)

### PUBLIC QUESTION TIME

There were no members of the public in attendance.

### 1-2024/2025 APOLOGIES

Apologies were accepted from Cllr Toby Wilcock. The Mayor thanked Cllr Paddy Lightfoot for stepping in at the last minute and allowed him time to read the papers.

### 2-2024/2025 DECLARATIONS OF INTERESTS

1. To receive any declarations of pecuniary and non -pecuniary interests

None received.

2. To receive and consider granting any written requests for dispensations.

No requests for written dispensations had been received.

### 3-2024/2025 MINUTES OF THE LAST MEETING

A proposal to approve the minutes of the meeting held on 13 November 2023 was moved and duly seconded; the results were as follows and it was:

For (2), Against (0), Abstentions (1).

#### RESOLVED:

THAT the minutes of the meeting held on 13 November 2023 be approved as a true record.

### 4-2024/2025 EXCLUSION OF PUBLIC AND PRESS

A proposal was moved and duly seconded to exclude the public and press; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

**RESOLVED:**

THAT under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely agenda numbers 5 and 6/minute numbers 5-2024/25 and 6-2024/26 on the grounds that there is likely to be disclosure of exempt information as defined in paragraph(s) 1 - 3 of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**5-2024/2025 APPRAISALS**

Members received the Clerk's appraisal and noted the contents.

**6-2024/2025 STAFFING STRUCTURE**

The RFO presented a report on the Council's staffing structure, outlining the different aspects of the report and related decisions. The key areas highlighted included:

- The services supported by the Council and brief outline of the work involved.
- The current and proposed staffing structures
- The rationale for a benchmarking exercise (changes in role responsibilities).

The Clerk highlighted the increase in services provided by the Council since staffing was reviewed 2020 and Cllr Paddy Lightfoot commented further devolution of Isle of Wight Council services was likely.

Members were reminded the purpose of the discussion was to inform the Budget and it was likely the structure would remain the same until after the 2025 elections.

**Current Staffing Structure**

The sufficiency of the current structure was discussed. A proposal was moved and duly seconded that the Committee recommend Council consider making changes to the staffing structure to increase capacity; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

**RESOLVED:**

THAT the Human Resources Committee recommend Council consider budgeting to make changes to the staffing structure to increase capacity.

**Proposed Structure**

Members then considered the changes to the structure proposed by officers noting the retirement of the Clerk, the need for succession planning and the shift in the nature of the officers work due to an increase in Services/Provisions provided by the Town Council. The additional resource running the different facilities provided by the Council was also explored.

A proposal was moved and duly seconded that the Committee recommend Council budget for the new structure outlined in the report to increase capacity and undertake a benchmarking exercise; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

RESOLVED:

THAT the Human Resources Committee recommend Council budget for the following Staffing Structure and undertake a benchmarking exercise:

- CILCA qualified Clerk/RFO (full time)
- CILCA qualified Deputy Clerk (full time)
- Facilities Officer (fte 0.8)
- Administrative assistant (fte 0.8)
- Caretaker (fte 0.67)
- Lock-up (abolish)

Bench Marking

The Committee discussed the need for benchmarking, noting the Council had grown since the current structure was put in place and the role of the Clerk and Deputy Clerk would change when the incumbent Clerk retired next year. It was noted that Local Council pay scales had ranges and while the highest spinal point would need to be budgeted, the rate of pay would depend on the candidate's experience.

A benchmarking exercise was undertaken for the Clerk/RFO role and the Deputy Clerk role, with members noting RFO responsibility would be transferred back to the Clerk from the Deputy Clerk under the new structure. The importance of professional qualifications was also noted.

Members also considered the appropriate Salary for the Facilities Officer and Administration positions noting that it was important to attract the right skill sets and ensure a fair wage was paid.

A proposal was moved and duly seconded that the Committee recommend Council budget according to the committees bench marking; the results were as follows and it was:

For (3), Against (0), Abstentions (0).

RESOLVED:

THAT the Human Resources Committee recommend the Council budget reflect the benchmarking exercise.

Meeting Closed: 14:10.