



Seaford Town Council

To the Members of the Personnel Sub-Committee

A meeting of the of the **Personnel Sub-Committee** will be held at **37 Church Street, Seaford** on **Thursday 31st March 2016** at **6.00pm** which you are summoned to attend.

James Corrigan
Town Clerk
24th March 2016

AGENDA

1. Apologies for Absence

2. Disclosure of Interests

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

3. Office Structure Amendment

To consider report 160/15 with regards to the Administration support role

Recommendation

To agree to change the existing post of Modern Apprentice to part-time Administration Assistant for twenty two and a half hours per week.

For further information about items appearing on this Agenda please contact:

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Circulation: Councillors S Adeniji, C Campbell, L Freeman, R Honeyman and A Latham.

For Information: Councillors D Argent, P Boorman, M Brown, D Burchett, B Burfield, R Chambers, R Hayder, O Honeyman, M Lambert, P Lower, A McLean, I Murray, D Silvey-Adam, L Wallraven and L Worcester.



Seaford Town Council

Report 160/15

Agenda Item No:	3
Committee:	Personnel Sub-Committee
Date:	31 March 2016
Title:	Office Structure Amendment
By:	James Corrigan, Town Clerk
Purpose of Report:	To review part of the staff structures within the Council.

Recommendations

You are recommended:

- 1. To agree to change the existing post of Modern Apprentice to part-time Administration Assistant for twenty two and a half hours per week.**
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1. Information

1.1 Office Structure Amendment:

The Committee will be aware that there have been some changes in personnel recently within the Office. The Facilities and Events Administration Officer resigned to take up a new position and the Modern Apprentice completed her NVQ Level 3 and was also successful in securing a permanent position elsewhere.

As is good practice the posts are reviewed following these resignations and as a result the Facilities and Events post has been made into two part time positions, a job share, which increases the depth of skills and experience the Council has at its disposal.

Initially the Modern Apprentice post was re-advertised, several times, with various training providers being approached. However this has proved a fruitless endeavour and the shortage of an extra person in the office is becoming an issue especially whilst the post above is vacant. The Office team have therefore had a review of the post and looked at what are the key outputs and functions of the post. The budgeted salary has also been taken into account.

Following these discussions it is proposed that a new post is created to replace the existing position with a permanent part-time position of Administration Assistant for twenty two and a half hours per week.

The main advantages of this are that the employee will be more motivated as it is a permanent position, more responsibilities can be given to the post holder and therefore greater achievements and job satisfaction achieved. Also the skills acquired will not then be immediately lost to the Council, the person filling the post will come with a developed skill set and finally existing staff will not have to spend a significant amount of time training the post holder every eighteen months to two years. As the post holder will be in position for a longer period of time there is also more chance of internal progression when positions within the office or elsewhere in the organisation become vacant.

The hours of the post to cover the switchboard during peak times would be 9.30am to 2pm. Other main functions would include dealing with the enquiries email box, assisting the finance section with its functions, managing stationery and agenda postings, supporting website management and acting as Mayoral Secretary and organising the Civic Service and Carol Service. Additional duties would be taken on with experience, including some project work.

The salary would be Spinal Column Point 11 to 15, which equates to £9248 in the first year. The current budget is £9235 but there will be no NVQ fees to pay which are at least £250 per year. The budget in year two of the apprenticeship contract would be £12,057 which is more than the budget will be for this post at £9439.

It is anticipated that the hours will appeal to many people with family commitments so should attract a good response rate.

2. Financial Appraisal

There is a minor financial saving as a result of this recommendation.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Town Clerk.

Town Clerk


