

**STONE TOWN COUNCIL**

**Town Clerk**

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26<sup>th</sup> August, 2016

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in the **Council Chamber, 15, Station Road, Stone** on **TUESDAY 6<sup>TH</sup> SEPTEMBER, 2016** at 7:05pm or on the rising of the Council Meeting if later.

I trust you will be able to attend.

Les Trigg  
Town Clerk

**AGENDA**

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations**
3. **To receive the report of the County Councillors**

- County Councillor P Jones
- County Councillor I Parry

4. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation

5. **To consider the Minutes and recommendations of the undermentioned Committees:**

- a) Estates Sub-Committee held on the 16<sup>th</sup> August, 2016, Minute Numbers EST17/015 - EST17/019 (attached)
  - i. To consider the Minutes
  - ii. To consider the Recommendations contained in Minute Number EST17/018

6. **Staffing Guidelines**

To consider adopting the attached Staffing Guidelines

7. **Community Hub Liaison Group**

To formally appoint four members to the Community Hub Liaison Group (see General Purposes Minute GP17/008 17.05.16).

8. **Crown Wharf**

To discuss the future of the Crown Wharf

9. **Members' Motions under Standing Order 4**

**Councillor R Kenney**

"I ask support of Stone Town Council that we write to Royal Mail asking them to paint the Royal Mail Post Box adjacent to the anchor flower bed in Stone gold in honour of the achievement of winning an Olympic Gold medal by Joe Clarke of Stafford & Stone Canoe Club. In 2012 Royal Mail, to commemorate British and Irish gold medal winners at the 2012 Summer Olympics and 2012 Summer Paralympics, painted post boxes gold. It would be fitting if they were to repeat this again here in Stone."

**Councillor A Osgathorpe**

"After looking into the possible hire of adult football facilities for two different Stone based clubs, I have become concerned regarding the public availability of pitches and facilities at Alleyne's Sports Centre. Neither Stafford Borough Council or Alleyne's Academy acknowledge responsibility for the facility out of normal school hours, holidays and weekends. This together with closure of Alleyne's Pool on some school holiday times and the underuse of Westbridge Park Fitness Centre during the day, leads me to have serious concerns regarding the availability of these facilities to the public. As a result, I wish to clarify the position.

I propose that a letter be sent to Adam Hill (Head of Leisure Services) at SBC and Ms. K Lockett (Head Teacher) at Alleyne's Academy to clarify the availability and booking policy for grassed pitches and all changing accommodation associated with these pitches at Alleyne's Sports Centre."

10. **Update from Working Groups:**

- a) Neighbourhood Plan Steering Group

11. **To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

Stone ATC – Mayor

Age Concern Stone & District – Cllr’s Mrs C Collier, Mrs K Green

Stone Town Band – Mayor

Walton Community Centre – Cllr G Neagus

Stafford & Stone Access Group – Cllr Mrs C Collier

Stone Common Plott Trustees – Cllrs Mrs C Collier, G Collier, Mrs J Hood, R Kenney and  
M Shaw

12. **To resolve, pursuant to the Public Bodies (admission to Meetings) Act 1960, the Public and Press be excluded from the meeting whilst the next item of business is discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.**

13. **Frank Jordan Centre Building Works**

Members of the public are welcome to attend the General Purposes Meeting as observers. Persons attending should enter the Borough Area Office through the rear entrance door (adjacent to the car park). The Council Chamber is at the top of the stairs.

# Stone Town Council – Estates Sub-Committee

## Minutes of the meeting held in the Council Chamber on Tuesday 16 August, 2016

**PRESENT:** Councillor M Green in the Chair and  
Councillors J Davies, Mrs J Farnham, Mrs J Hood, T Jackson, Mrs E Mowatt,  
A Osgathorpe and R Kenney  
By Chairman's invitation: Councillors Mrs K Green, P Leason, G Neagus,  
Mrs J Piggott, and M Williamson

**ABSENT:** Councillor Mrs M Goodall

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**EST17/015**     **Apologies**

Apologies were received from Councillor Mrs M Goodall

**EST17/016**     **Declarations of Interest and Requests for Dispensations**

None received

**EST17/017**     **Representations from Members of the Public**

None received.

**EST17/018**     **Stone Radio Station**

This item has been referred from the General Purposes Committee on 2<sup>nd</sup> August 2016.

A letter from the Quakers was tabled for Members.

The Clerk reported that Stone Radio would require 1 room for their sole use which would be locked when not in use. This room would need internet links installing. They also require a second room with a desk and computers. This room would not be exclusively for their own use. Ideally they would like a third room for recording live music.

He also reported that the Sunday broadcast would not necessarily be live, some could be pre-recorded.

Members noted that there are ad-hoc bookings on Sundays throughout the year.

The Clerk confirmed that there wouldn't be any issues regarding the heritage lottery funding terms and conditions for the use of the station.

Councillor M Green proposed that a small Working Group meet to look at all options in both Council run community centres, reporting back to the next Estates Sub-Committee. This was seconded by Councillor R Kenney.

RECOMMENDED: that the Working Group be set up. Members are Councillors M Green, R Kenney and M Williamson.

**EST17/019**    **Frank Jordan Centre**

The Chairman advised Members that there is nothing new to report at this stage, and new quotes are expected imminently.

**Town Mayor**

# Stone Town Council



## Staffing Guidelines

August 2016

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# 1 GENERAL

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- 1.1 These guidelines set out the procedures that the Council will follow when dealing with staffing matters. They may only be amended or varied by resolution of the Council or the General Purposes (GP) Committee<sup>1</sup>.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
  - a. National Legislation
  - b. The Council's Standing Orders
  - c. Financial Regulations
  - d. Staffing Guidelines (this document)
  - e. All other documents
- 1.3 These guidelines do not form part of any employee's contract of employment and may be amended at any time by the Council.

## 2 WHO IS COVERED BY THE GUIDELINES?

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- 2.1 The guidelines relate to all paid employees of the Council, any volunteers, and anyone engaged on a contract for service. For ease of reference, all of these groups are collectively referred to as employees throughout the document.
- 2.2 The guidelines follow the principle that the Town Clerk reports to the Council, and all employees report to the Town Clerk.

## 3 WHAT IS COVERED BY THE GUIDELINES?

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- 3.1 These guidelines are intended to cover all aspects of the Council's employment relationship with its employees. In some cases, however, it is more appropriate to have detailed policies or procedures for specific areas, such as staff discipline. Where this is the case, this will be referred to within this document.
- 3.2 The guidelines will therefore cover recruitment, terms and conditions of employment, day to day management, dispute resolution and termination of employment.

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<sup>1</sup> All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.



## 4 RECRUITMENT - GENERAL

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- 4.1 Whenever a post becomes vacant, the work of that post should be reviewed. A formal recorded decision should be taken whether the post should be filled and, if so, whether there should be any changes to the hours, salary or duties of the post, or other posts, as a result.
- 4.2 If the vacancy relates to the post of Town Clerk, the review should be undertaken by a Panel specifically appointed by the Council, who should report their findings back to the Council for approval to proceed with the recruitment and any other proposed changes.
- 4.3 If the vacancy relates to any other post, the review should be undertaken by the Town Clerk, who should report back to the General Purposes Committee for approval.
- 4.4 All interview panels will consist only of persons who have received training in proper interview practices and procedures. Such training will be provided by the Council where necessary.

## 5 RECRUITMENT – TOWN CLERK

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- 5.1 Once the Council has made the decision to recruit to the post of Town Clerk it will appoint a Panel to carry out the process. The panel should be supported by an appropriately experienced advisor, who will assist the Panel throughout the process, but will have no “vote” in the Panel’s final decision. Such an advisor could be, for example, the outgoing Clerk, a Clerk from another Council or an appropriate person from the Borough/County Council or Staffordshire Parish Council’s Association (SPCA).
- 5.2 The Panel will arrange to advertise the post in the local press, on the Council’s website, in the SPCA newsletter, in the County and Borough Council’s internal vacancy systems (where possible) and anywhere else considered appropriate by the Panel.
- 5.3 Following receipt of applications, the Panel will shortlist and interview candidates in order to formulate a recommendation to the Council.
- 5.4 On receipt of the Panel’s report, the Council will determine appointment to the post.

## 6 RECRUITMENT – OTHER EMPLOYEES

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- 6.1 Once the GP Committee has made the decision to recruit to a post, the Town Clerk will be given the authority to make the appointment.
- 6.2 The Clerk will arrange to advertise the post in the local press, on the Council’s website, and (where possible and appropriate) in the SPCA newsletter, the County and Borough Council’s internal vacancy systems and any other suitable places.
- 6.3 Following receipt of applications, the Town Clerk will produce a final shortlist of candidates, having undertaken any preliminary interviews and/or exercises considered appropriate.

- 6.4 For posts at deputy or assistant town clerk level, where significant contact with Members would be expected, the final interview panel would be made up of the Town Clerk, the Chairman of the GP Committee, and another Member appointed by the GP Committee.
- 6.5 For posts at lower levels, or those that would not be expected to have significant contact with Members, the interview panel would be made up of the Town Clerk and at least one other member of staff.

## 7 TERMS AND CONDITIONS OF EMPLOYMENT

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- 7.1 All staff will be employed on local government “Green Book” terms and conditions unless specifically resolved otherwise by the Council and included within these guidelines.
- 7.2 Travel allowances will be paid to employees at the current inland revenue mileage rate, or the actual cost if public transport was used. Reimbursement for the use of employees own vehicles will only be made for approved journeys on receipt of a signed and duly authorised claim.
- 7.3 All eligible employees will be given access to the Local Government Pension Scheme.
- 7.4 Rates of pay for employees will be determined from time to time by the Council, having regard to the recommendations of NALC and SLCC and the nationally negotiated local government pay scales.
- 7.5 All new appointments will be subject to a six-month probationary period (see paragraph 10.7 below). At the end of this period, the Clerk (the Council in the case of the Clerk’s post) is authorised to confirm the employee in post, dismiss them, or extend their probationary period as appropriate.
- 7.6 Contracts of employment for employees will reflect the conditions above, having regard to the recommendations of both the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

## 8 DAY TO DAY MANAGEMENT

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- 8.1 The Town Clerk is responsible for all aspects of day to day employee management including sickness, annual leave, supervision, training and discipline.
- 8.2 Whilst the Clerk will be largely required to self-manage on a day to day basis, where a line management function is required for legal or other reasons, the Chairman of the General Purposes Committee shall be authorised to perform that function.

## 9 DISPUTE RESOLUTION

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- 9.1 Disputes may arise between employees, and employee and their manager, an employee and a Member of the Council or an employee and a member of the public. In most cases, such disputes are quickly and amicably resolved between the parties themselves.
- 9.2 Where it is necessary to escalate the resolution of a dispute, such escalation shall be to the Town Clerk or, if the Town Clerk is a party to the dispute, to the Town Mayor.
- 9.3 Where appropriate, the Council's disciplinary procedures or grievance procedures should be followed.

## 10 TERMINATION OF EMPLOYMENT

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- 10.1 An employee's employment may be terminated by way of resignation, retirement, redundancy or dismissal. Each of these circumstances is set out below. Should the termination relate to the Town Clerk, references to the Clerk should be replaced by the Council.
- 10.2 When an employee determines that they wish to resign, they shall inform the Clerk in writing of their intention and of their proposed date of termination in accordance with their contract of employment. The Clerk is authorised to vary this termination date, in agreement with the employee, if it is considered to be beneficial to the Council.
- 10.3 The Clerk shall instigate a review, as outlined in Section 4 above (Section 5 in respect of the Clerk's resignation), prior to making a recommendation to the Council related to the replacement of the resigned employee.
- 10.4 A decision to make a post redundant can only be made by the Council, following receipt of a report from the Town Clerk setting out the legal position and the potential impact on the organisation.
- 10.5 Redundancy payment would normally be made based of the standard legal requirements for the number of weeks' pay, but based on actual salary rather than the statutory rate in accordance with normal local government practice. The Council would be free to enhance this where appropriate.
- 10.6 Dismissal of an employee can only be made by following the due process of the Council's disciplinary policy, except during an employee's probationary period.
- 10.7 During a probationary period, the Town Clerk may dismiss an employee whose capability was not considered sufficient for the job, and it was not considered that that capability could be developed sufficiently within a reasonable period.