



MINUTES OF A MEETING OF THE APPOINTMENTS AND STAFFING COMMITTEE HELD ON 14th NOVEMBER 2023

Present: Councillors D Cook and C Dean

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Jackie Noble (Head of HR and OD), Wendy Smith (Head of Environmental Health) and Lara Rowe (Castle Museum and Archive Manager)

7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors P Turner, T Jay, and S Daniels.

Appointment of Councillor D Cook as Chair of the meeting in absence of P Turner.

(Moved by Councillor D Cook and seconded by C Dean)

8 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 11th October 2023 were approved and signed as a correct record.

(Moved by Councillor D Cook and seconded by Councillor C Dean)

9 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

10 ENVIRONMENTAL HEALTH STAFFING PROPOSALS

Report of the Assistant Director, Growth and Regeneration, to agree the proposed changes to the staffing of the Environmental Health Team ensuring they can continue to undertake food hygiene inspections and comply with the requirements of the Food Standards Agency (FSA).

It was noted that in the finance section of the report there is an error. Food Safety officer should read Public Health Officer (Food Safety) and the proposed Grade is

F not E, therefore the cost is £16,600 pre pay award total cost of the proposal was £69,030 instead of £62,201.

RESOLVED That the Committee:

1. Approved the proposed staffing structure as set out in this report; and
2. Authorised the Chief Executive to implement the changes.

(Moved by Councillor D Cook and seconded by Councillor C Dean)

11 HERITAGE ENGAGEMENT OFFICER

Report of the Assistant Director, Growth and Regeneration, to request permission from the Committee to create a temporary Heritage Engagement Coordinator post (up to two years) which will provide the skills and capacity to directly increase opportunities for participation in local arts, cultural and heritage activities, by establishing an activity plan to be delivered by the officer. The plan will create new activity streams linked to traditional skills and crafts designed to engage new and existing audiences, particularly young people, and those at risk of social isolation. Such activities will be linked to the town's social and cultural heritage for example pottery, textiles, blacksmithing and woodwork.

RESOLVED That the Committee:

1. Endorsed the amendment of the grade from D to E.
Requested that 6 months after appointment to the post a review of the work is presented to ISAG
2. After consideration of this report, agreed to appoint a fixed term Heritage Engagement Coordinator (up to two years).

(Moved by Councillor D Cook and seconded by Councillor C Dean)

12 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraphs 1 and/or 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

(Moved by Councillor D Cook and seconded by Councillor C Dean)

13 SUMMARY OF HR CHANGES TO 30 SEPTEMBER 2023

Report of the Head of HR and Organisational Development to provide summary details of employment changes made to the Council's staffing structure by officers under the scheme of delegation and in line with prevailing policies. The time period is 1 October 2022 to 30 September 2023.

RESOLVED That the Committee:

1. Viewed the report for the purposes of information and oversight.
2. Requested that their formal thanks are given to the work of the managers in managing their teams and workloads.

(Moved by Councillor D Cook and seconded by Councillor C Dean)

Chair _____

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