

HAWARDEN COMMUNITY COUNCIL

Minutes of the **SPECIAL MEETING** of the **STAFF & GENERAL PURPOSES COMMITTEE** held on **31 JANUARY 2011**

PRESENT: Chair: Councillor Alison Halford
Vice-Chair: Councillor Ralph Small

Councillors: Veronica Amos, Helen Brown, Clive Carver, George Hardcastle, David Hough, Judith Hough, Kevin Jones, Mike Jones and David Mackie.

Officers: Mr R N Barnes, Clerk & Financial Officer

APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Joyce Angell, Cheryl Carver, Alan Diskin and Glenys Diskin.

DECLARATIONS OF INTEREST:

No declarations of interest were made by Members.

MAINTENANCE OFFICER VACANCY:

The Chair referred Members to the report attached to the agenda in connection with the replacement of Mr David Heaton, one of the Council's two Maintenance Officers.

Councillor Hardcastle said that he had read the report and supported the recommendations within it and moved that it be accepted. The Chair noted Councillor Hardcastle's proposal but said that she thought the matter ought to be discussed prior to a decision being taken but noted Councillor Hardcastle's support for the contents of the report.

The Clerk explained that the Council employed two Maintenance Officers, a Maintenance Assistant and a Litter Collector. The Maintenance Officers were employed on Scale 5, the Maintenance Assistant on Scale 4 and the Litter Collector on the fixed second point of Scale 4. In addition Mr Heaton received an increment in relation to his line management responsibility for the Litter Collector.

It was proposed that following Mr Heaton's retirement Mr Griffiths, the Council's other Maintenance Officer should be re-titled Senior Maintenance Officer and given responsibility for the Maintenance Team including the Litter Collector. Furthermore it was recommended that Mr Griffiths be allowed to progress by a further two incremental points in April 2011 and 2012 in recognition of the extra responsibility.

It was proposed to advertise the vacant Maintenance Officer's position on Scale 5 as at present but with a view to appointing on the first point of the Scale which would deliver a saving of approximately £2,000.

Members were referred to the application pack which was to be sent out to prospective candidates, copies of which had been circulated with the agenda. The Clerk suggested that prior to the formal interviews taking place that each of the selected candidates be required to attend the Council's depot in order to assess their practical competence.

Members variously spoke in support of the proposal as set out in the report.

In terms of the retiring employee, Mr Heaton the Clerk confirmed that a collection was being started and that a presentation would be made to him and Mrs Heaton and he suggested that it take place at the Council meeting on 14 March 2011.

IT WAS RESOLVED: that:

- the report be received
- the job be advertised on Scale 5 via notification to the Job Centre and publication in the Chester Chronicle.
- Practical assessments be held in advance of a formal interview
- The interviews be conducted by the Chair of Council, the Clerk & Financial Officer and the Senior Maintenance Officer at a date to be agreed in late February 2011.

Chair's Signature _____