

MTC P&R Committee 3.2.21

Report No 1 Town Clerk Vacancy Transition Arrangements

1. The Town clerk has given notice with a leave date of the 12.2.21. From 15.2.20 a transition arrangement to support the Council will need to be in place until the appointment of a new Town Clerk, which if appointed externally could be a 12-week process. Therefore, an interim transition holding arrangement needs to be agreed.
2. The Town Clerk vacancy is currently advertised and there is an interview date set for the 22nd and 23rd of February. There is a likely start date for a new Town Clerk in April or May if an external appointment is made.
3. It should be noted that until the position is filled the Council will be running at a deficit in capacity. However, a mitigating factor is the reduced service demands on some of the staff base due to the Government restrictions. Therefore, some re-allocation of staff time can be considered to support core council functions.

Proposed Interim Holding Transition Arrangements

4. Acting Town Clerk

Further to agreement by the Policy and Resources Committee on the 19.1.21, the Deputy Town Clerk has agreed to accept an 'Acting Town Clerk' position until a permanent appointment is made to the vacancy.

5. Full Council and Committees

Full Council and Committees to run as scheduled, but where possible to focus on core business. The Acting Town Clerk will provide 'Proper officer' support to Full Council and all committees, with minute taking support for Full Council, and the Policy and Resources, and the Town Hall and Facilities Committees; with the further option to use such support for the Community and Town Promotions, Planning and Environment, and Burial Committees if required.

Committee actions will be carried out up by the Acting Town Clerk, and where appropriate delegate these onto other officers. To aid this process it is recommended that the Facilities Officer also is asked to attend the Town Hall and Facilities meeting where relevant.

6. Working groups

Until the capacity is returned to its full compliment working groups are undertaken without 'Clerk' support, but officer support is utilised as appropriate in support of actions arising from the workings groups.

7. Town Team administrative support

Some 'TIC' time (circa .5 day per week), has been diverted to support the administration of the Town Team's work, until the Town Team's membership is replenished and the Council re-affirms its arrangements and commitment to the Town Team (recommend March to June).

8. Prioritise Projects

Until the staff team are at full capacity it would be helpful to focus on core Council tasks and Services namely the;

- Town Clerk recruitment and induction
- repair works to Cloister Gardens
- running of the cemetery, and its ongoing development
- year end accounts and an audit
- election proceedings and the start of democratic year
- ongoing Covid support work and the High Street arrangement
- marketing the Lodge
- CCTV project (if agreed to proceed)
- purchasing a replacement works vehicle (as restrictions allow)
- monitoring the Cross Hayes Toilets, and reviewing the Council's cleaning arrangements.
- Community engagement in respect of the Parks and Open spaces.

9. Back office support

The Acting Town Clerk draws on any spare 'TIC' or 'admin' staff time to delegate core administrative tasks e.g. invoicing, finance, general comms; and that the Acting Deputy Clerk is able to make use of casual staff as needed to support Council functions – in keeping with the overall staff budget. NB there is currently a projected 4.5k underspend on the staff budget which could be used to this end if needed.

10. The Committee is asked to note this report, and consider and agree the proposed outline holding arrangement.