

Agenda item number: 5

Date of meeting: 27th July 2020

THATCHAM TOWN COUNCIL

Staff Committee

Report by: Mel Taylor

Job Title: Town Clerk

Subject: Staffing Matters – Deputy Town Clerk

1 Purpose of Report

For Committee to consider appointment of a Deputy Town Clerk.

2 Background

At a meeting of this Committee on 17th September 2019 (STA/2019/22) it was agreed that a full-time Administrator role be created to support the Town Clerk and £20,000 (plus on-costs) was allocated in the 2020/21 Budget for this role.

Due to the Coronavirus (Covid-19) pandemic, this role has not yet been recruited.

At a meeting of this Committee on 8th April 2019 (STA/2019/16) Committee reviewed the appointment of a Deputy Town Clerk, following the resignation of the former Deputy Town Clerk (Jennie Currie) in May 2019, and it was resolved not to appoint a Deputy Town Clerk at that time but to review in six months' time.

At a subsequent meeting on 11th March 2020 (STA/2020/05(v)), appointment of a Deputy Town Clerk was reviewed and it was resolved not to appoint at that time but to review again in three months' time.

3 Report

I (Town Clerk) have been without an appointed Deputy since the resignation of the Civic & Community Officer / Deputy Town Clerk (Jennie Currie) in May 2019.

Since that time, the lack of a suitably qualified and experienced deputy, able to deputise for periods of planned and unexpected absence, has become of significant concern to me.

Therefore, I ask Committee to review the role of Deputy Town Clerk again and considered possible amendments to the new Administrator role, approved on 17th September 2019, as follows:

1. A Deputy Town Clerk – to provide operational and strategic support to the Town Clerk (as per Administrator role already agreed) but with Local Government knowledge and experience to ensure capability of deputising during periods of absence.

Due to the skill set required, the role would have to be less than full-time hours, if to remain within agreed salary budget of £20,000. This would provide for approximately 24hrs per week.

2. A full-time Deputy Town Clerk, as above plus enhanced role, and a salary of £32,000.
3. Part-time Administrator and part-time Deputy Town Clerk? Total salary cost for both roles £26,000 based on 18.5 hours per week for each role.
4. Other options?

4 Recommendation

That Committee agrees to the appointment of a Deputy Town Clerk, and considers the options detailed above.
