



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON MONDAY 20th JANUARY 2014 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Margaret Cotgrove, Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulrone and Caroline Parker (until Min 44)

In attendance: Cllr Syrie Cox, Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

39. APOLOGIES FOR ABSENCE
Cllrs: Mark Bromfield and Patsy Ryan

40. DECLARATION OF MEMBERS' INTERESTS

Cllr Caroline Parker declared a pecuniary interest in the temporary arrangements as she was related to the volunteer and would leave the meeting when this was discussed.

41. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 7th January 2014 were agreed as a correct record with the following amendments:

Min 34; Change 2nd paragraph to 'Cllr Richard Herbert asked a number of questions regarding the process and advised the Chairman that there were more that he would put to F&GPC' then as before.

Min 38; at end of last paragraph delete all after 'the' and insert 'dignified manner of staff during the process'

The minutes were then signed by the Chairman.

42. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960
RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO.1(c)) - (staffing)

Start of confidential business

43. RESIGNATION OF LCC MANAGER

The LCC Manager had tendered her resignation and would be leaving the Council's employment on the 30th January 2014. The Sub-Committee were sorry she was leaving and wished her well for the future.

44. LCC MANAGER JOB DESCRIPTION

The Sub-Committee discussed the draft Job Description contained in Report 2316/TC and the amended description prepared by Cllr Jerry Holden.

Cllr Caroline Parker left the meeting.

The Sub-Committee discussed the draft and made various amendments. The amended draft is attached as Appendix 1 to the minutes.

The Sub-Committee **RESOLVED** to approve the job description, person specification and salary scale.

Proposed Cllr Jerry Holden; Seconded Cllr Carole Mulroney

45. REVISED COMMUNITY CENTRE STRUCTURE CHART

The Sub-Committee considered the revised structure chart defining a new operational relationship between the LCC Manager and the Janitorial Staff.

The Sub-Committee **RECOMMENDED** to Council the revised structure chart attached to the minutes as Confidential Appendix 1.

Proposed Cllr Jerry Holden; Seconded Cllr Margaret Cotgrove.

46. ELICIT JANITOR'S OPINION ON THE REVISED STRUCTURE

The Sub-Committee **RESOLVED** that the Town Clerk approach the janitors to canvass their opinion as regards the revised arrangements.

Proposed Cllr Carole Mulroney; Seconded Cllr Donald Fraser.

47. TEMPORARY ARRANGEMENTS

The Sub-Committee **RECOMMENDED** to Council that the salary provision for the LCC Manager is used to fund any temporary staffing requirements and that the present volunteer's travelling expenses are reimbursed.

The Sub-Committee further **RECOMMENDED** that if the Volunteer was used to undertake work usually performed by the LCC Manager that she be paid at SCP 13 on an hourly basis.

48. RECRUITMENT ADVERTISING BUDGET

The Sub-Committee **RECOMMENDED** to Council that up to a maximum of £2,000 from reserves be available to pay for any advertising required.

49. EXIT INTERVIEW

The Sub-Committee **RESOLVED** that if an interview was conducted, it be undertaken by the Line Manager.

Proposed Cllr Pat Holden; Seconded Cllr Paul Lawrence.

End of confidential business

The meeting closed at 10.10pm

Community Centre Manager

Job Description

Post title:	Community Centre Manager
Employed by:	Leigh-on-Sea Town Council
Accountable to:	Town Clerk as line manager
Responsible for:	Caretaking staff, Centre administration, marketing and promotion and general office duties relating to the work of the Town Council
Hours:	37.5 hrs a week, to be worked over at least 5 days; some evening and weekend work will be required.
Location:	Elm Road, Leigh-on-Sea
Salary range :	£19,317 - £24,892 (SCP21-29)

Job Purpose:

The Community Centre Manager (the Manager) will play a key role in ensuring the management and smooth running of the Leigh Community Centre. An important aspect of the job is to develop the business, exploit the facilities available and identify new opportunities by means of effective marketing, networking and innovative solutions. Working closely with the Town Clerk and other staff and local statutory, voluntary and commercial sector organisations, the Manager will work to ensure that the Centre is a vibrant, well-managed facility that operates for the benefit of local residents and organisations.

The Manager will be given a high degree of autonomy, will be self-motivated and will carry out the role with the support of the Town Clerk as line manager and the Leigh Community Centre Committee for policy direction.

The main duties and responsibilities of the Manager are:

- To manage the Centre and its staff in accordance with the parameters set by the Council and under the direction of the Town Clerk.
- To develop and implement procedures for the effective management of the Centre's caretaking staff.
- To promote the use of the Centre by, amongst other things, maintaining the Centre's website, maximise publicity opportunities and liaising with the local media.
- To develop services and facilities in accordance with the aims and objectives of the Leigh Community Centre Business Plan.
- To develop close working relationships with local partners to seek compatibility of activities and delivery of innovative joint ventures.
- To encourage local services and activities to be run from the Centre, for example open days, social events, public inquiries, advice services and annual general meetings.
- To develop the services and facilities of the Centre in an entrepreneurial manner.
- To set appropriate hire charges and terms and conditions of hire in consultation with the Council's committees.
- To ensure the Centre has an up to date User Induction Pack and procedures for using the Centre.
- To investigate and apply for external funding and grants.
- To maintain an overview of the financial position of the Centre - including billing, premises maintenance payments and returns and reports to statutory bodies - in conjunction with the Senior Administrative Officer who has responsibility for the accounts.

- To liaise with all staff and users to ensure the smooth running of the Centre and its activities.
- To ensure, in conjunction with the Senior Caretaker, that the building is suitably maintained through day-to-day repairs, maintenance programmes and external service contracts.
- To be responsible for health and safety in the building and, in conjunction with the Senior Caretaker, to make sure the building is safe and secure at all times by ensuring that minor defects are rectified and major ones are reported to the Town Clerk.
- To develop and implement constructive working relationships with the Friends of the Community Centre and other volunteers so as to enhance the services provided and to deliver improvements to the Centre.
- To ensure that the services provided by licensees are compatible with the terms of their Licence and the relevant Service Agreement.
- To prepare reports for and attend all Leigh Community Centre Committee meetings.

Other Council related duties

- The post holder will also undertake such additional administrative duties as necessary in relation to the work of the Town Council.

Personal Qualities

The Manager will have a strong commitment to Leigh-on-Sea and to helping members of the community get involved with the smooth running of the Centre. The Manager will also need to be self-reliant, energetic, able to work on their own initiative and to prioritise activities.

The success of the Centre will depend heavily on the organisational skills of the Manager and their ability to communicate effectively with all members of the community and work alongside colleagues in the Council and Councillors.

Skills and abilities:

- A professional attitude and approach to the management of the Centre
- Excellent communication skills – both written and verbal
- Customer services skills
- Confident, self-motivated, innovative and able to work under pressure
- Well-developed team leadership skills
- Able to prioritise work and demands
- Able to work as part of a wider local team
- Understanding of financial budgets
- Able to work flexible hours

Education and training:

- Educated to at least A-level standard or equivalent with a range of relevant qualifications.
- Computer literate with a working knowledge of WORD, EXCEL and ACCESS
- At least two years' proven experience in business, project management or marketing.

Other:

- A strong commitment to community-based services
- Able to work occasional evenings and week-ends and attend the Centre at short notice
- Consent to an enhanced DBS disclosure

Salary etc

- Starting salary will be dependent on experience and will rise incrementally and in accordance with achievement of targets up to a maximum of £24,892.
- Holiday entitlement is 21 days plus Bank Holidays.

- This is a Local Government pensionable post.
- There will be a six month probationary period, extendable at the Council's discretion.
- Relevant training will be provided and the Manager will be expected to attend both internal and external training, as required.