

Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 29 September 2015 at 7:30 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; J. Cheng; R. Dolinski; D. Mills; S. Rahmouni; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk*

Also present: *Councillors K. Gilder; P. Wicks*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **RESOLVED:**

- ◆ **That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press be excluded.**

3. **PERSONNEL SUB COMMITTEE**

The Town Clerk provided the background to the recommendations of the Personnel Sub Committee following its consideration of Report No. PSC 5/15 at a meeting on 24 September 2015. After discussion it was

RESOLVED:

- ◆ **That the following be approved, with effect from 1 November 2015:**

- i. **That the Sports Facility Manager post be deleted from the establishment.**
- ii. **That the post of Leisure Services Manager be revised, as set out in the attached job description.**
- iii. **That the postholder of the Sports Facility Manager post be appointed to the Leisure Services Manager post.**
- iv. **That a new Sports Officer post, on similar terms and conditions as the existing Sports Officer posts, be established.**
- v. **That a new post of Deputy Town Clerk be established, as set out in the attached job description.**
- vi. **That the existing post of Service Support Manager be deleted from the establishment.**
- vii. **That the postholder of the Service Support Manager post be appointed to the Deputy Town Clerk post.**
- viii. **That the management of the Finance Officer transfer to the Town Clerk, the Council's Responsible Financial Officer.**

Meeting closed at 7.42pm

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	LEISURE SERVICES MANAGER
Grade:	Scp 29 – 34 of the NJC for Local Govt Services pay scales
Responsible To:	Deputy Town Clerk
Responsible For:	3 Sports Officers, Admin Officer, Receptionists, Coaching and Party staff
Hours of Work:	37 hours per week
Job Scope:	To be responsible for the day to day running of Woodford Park Leisure Centre and to manage, market and develop the Council's sports and leisure facilities and activities.
Other Sites:	This post is based at Woodford Park Leisure Centre, however the post holder may be required to work at any similar Woodley Town Council establishment.

MAIN DUTIES OF THE POST

To be responsible for:

- the day to day running of the leisure centre and outside sports
- the development of the centre and sports activities
- the effective marketing of the centre and its activities
- the generation of income for all courses and activities
- ensuring the smooth running and implementation of courses, activities, tournaments and promotions
- the organisation of duty officer shifts and cover as required
- management of Sports Officers, Administrative Officers and part-time Receptionists at the centre

To manage the recruitment and training of staff, ensuring that coaches are competent in their particular field. Authorise work rotas and timesheets of all staff.

To be responsible for the effective management of all matters relating to Health and Safety within the post holders area of responsibility.

To ensure the ordering of equipment and supplies in accordance with budgetary requirements and the maintenance of specified stock control procedures.

To ensure appropriate administrative systems are in place and are operational including bookings systems and usage records.

To be responsible for the security of the building, equipment and cash, including reconciliation of all income.

To develop links and/or partnerships with sports and other organisations to promote sport and healthy lifestyles.

To ensure high standards of cleanliness and tidiness throughout the centre at all times and to monitor the cleaning contract.

To work in conjunction with Woodley Town Council Officers, Councillors and community groups to develop activities and sports.

To ensure the maintenance of accurate financial records.

To manage specified performance indicator returns such as customer comments and staff attendance records.

To report to the Leisure Services Committee on matters within the scope of the post holder's responsibility, including preparing and presenting reports to Committee and Council meetings.

To promote and publicise the Town Council's leisure facilities.

To be responsible for the management and monitoring of the budgets within the post holder's control, ensuring that the Deputy Town Clerk is regularly informed on budgetary control matters.

To ensure good liaison with other officers within the Council and with outside organisations, other councils and individuals regarding procedures, special events etc.

All other duties commensurate with the grading of the post.

WOODLEY TOWN COUNCIL

JOB DESCRIPTION

Job title:	DEPUTY TOWN CLERK
Grade:	Scp 42 - 47 of the NJC for Local Govt Services pay scales
Responsible to:	Town Clerk
Responsible for:	Receptionist/Admin Officer, Bookings Officer, Maintenance Manager, Leisure Services Manager, Venues Manager
Hours of work:	37 hours per week
Job scope:	To manage the Council's Maintenance, Venues and Leisure functions and be responsible for the overall management and development of the Council's corporate procedures, practices and systems. To manage the general operation of the Council offices and reception area.

MAIN DUTIES OF THE POST

Central support services

To manage the Council's Maintenance, Venues and Leisure functions ensuring that these services work in a coordinated and supportive way with the Council's other service areas and in line with the Council's objectives.

To manage the operation of the Town Council offices.

To manage the operation of the Council reception and the work of the Receptionist/Administrative Officer.

To manage the procurement, operation and review of the Council's on-going and ad-hoc service and supply contracts ensuring that principles of best practice and best value are applied.

To manage and monitor the budgets for the Maintenance, Venues and Leisure functions and assist in the budget setting process.

To be responsible for managing the Council's website and assisting with the production of the Council's newsletter as well as any other similar information.

Procedures, practices and systems

To manage, coordinate and keep under review the Council's procedures, practices and systems - developing new ones where appropriate. These will include operational procedures, administrative systems and personnel practices including those for staff appraisals and development.

To be responsible for Health and Safety requirements relating to the Council's services and for the co-ordination and review of the Council's Health and Safety Policy.

To lead on personnel matters and policies, including employee disputes, investigations, grievances, disciplinary issues and performance improvement plans as well as staff appraisals and staff development.

To assist the Town Clerk in the preparation and negotiation of any agreements/contracts with other bodies or individuals.

To manage the arrangements for adequate and appropriate insurance for the services provided by the Council and to lead on claims and any other insurance matters as required.

To manage the Council's documents and information provision in accordance with the Publication Scheme and all relevant legislation and best practice guidelines.

Other duties

To work with the Town Clerk to:

- develop and monitor the Council's objectives, targets and performance
- develop a culture of corporate ownership of the Council's policies and activities

Prepare and make reports to Members on any matters within the remit of the post holder's responsibilities.

To attend Council committee or working party meetings, out of office hours, when appropriate.

To service and organise working parties of the Council as directed by the Town Clerk.

To act as lead officer on all projects undertaken by the Council.

To act as the Proper Officer in the absence of the Town Clerk.

To ensure the health and safety of resources within the post holder's responsibility and ensure that personal responsibilities of health and safety, as laid down in the Health and Safety at Work Act and other legislation are followed.