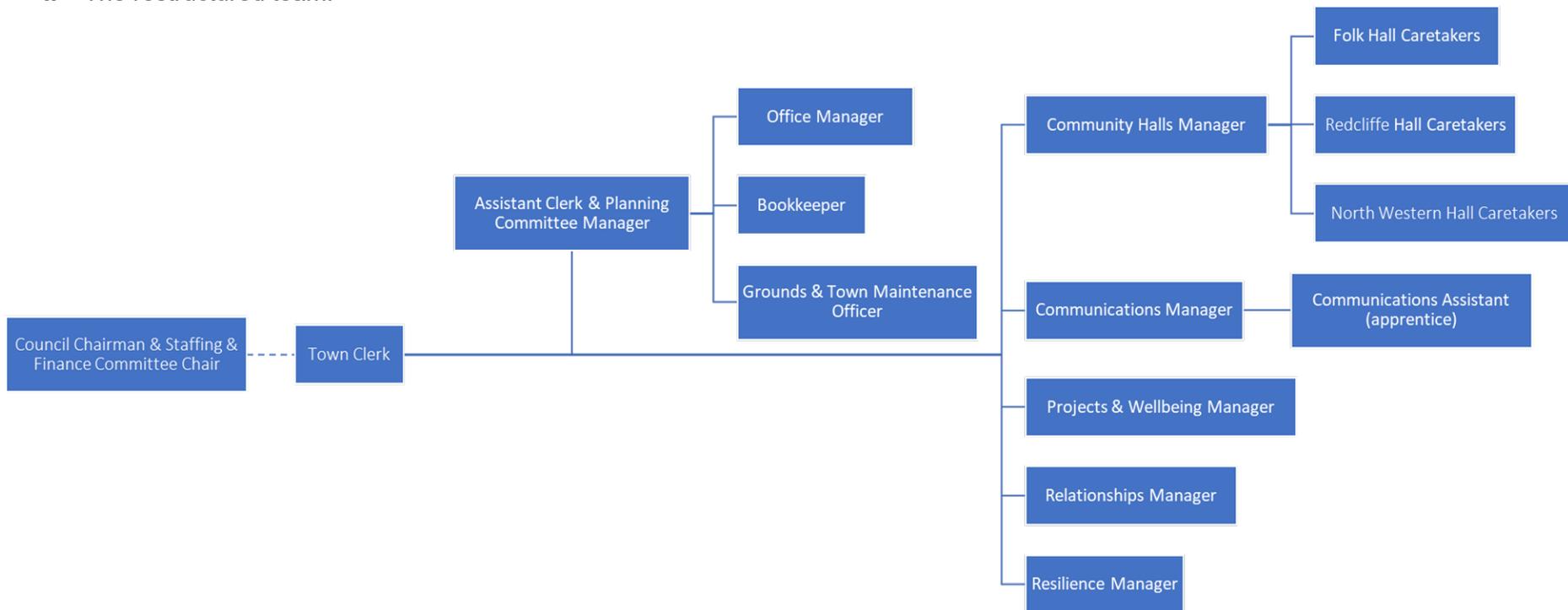


Portishead Town Council Staffing Report 25 August 2021

1. The restructure:

- a. In August 2021, the team carried two vacant permanent posts: Community & Economic Development Manager and Media & Communications Officer.
- b. The team also had temporary cover for project management and COVID-19 community support.
- c. A review of staffing requirements to deliver both the growing day-to-day demands and the list of projects and initiatives recommended amending some job descriptions and introducing new roles.
- d. The structure was completely flat previously, with all staff reporting to the Town Clerk, this was not an efficient structure.
- e. The role grades were also restructured and benchmarked to recognise strategic, people and budgetary responsibility and to remain a competitive and compelling employer.
- f. This structure represents an increased head count from 15 (including the temp cover) to 16.
- g. Weston Town Council (the largest in North Somerset) has 42 permanent staff, plus casual and seasonal staff; Frome Town Council which has a slightly lower population than Portishead has 36 employees, so Portishead's is still a relatively small team.
- h. The original 2021-22 budget allowed £276,145 for staff costs; the predicted restructured staff costs budget is £322,171 (a difference of £46,021). The council is also awaiting the results of the Local Government 2021-22 pay review.
- i. The restructured team:



2. A summary of the roles and responsibilities:

Post	Status	Role	Name (if in post)	Average hours per week
Town Clerk	Existing post	<ul style="list-style-type: none"> • Clerk duties • Responsible Finance Officer • Overall responsibility for staff, assets, service delivery, policies, regulations, and budget • Directly line manages 6 roles 	Julia Stuckey	37
Assistant Clerk & Planning Group Manager	Existing post with additional duties	<ul style="list-style-type: none"> • Clerk duties in Clerk's absence • Line manages 3 roles • Manages Planning Advisory Group process • Asset management (other than buildings) • Contract procurement and management of multiple contracts • Budget supervision 	Sharon Sherborne	25
Bookkeeper	New post	<ul style="list-style-type: none"> • Day to day accounting & payroll • VAT returns • Monthly and annual reporting 	Recruit starts 09/09/21	20
Caretakers and Cleaner	Existing posts	<ul style="list-style-type: none"> • Maintain Halls • Oversee hirers 	Jon Harvey, Helen Kelleher, Margaret Morahan, Sally Targett, Roger Rumble	Varied
Communications Assistant (Apprentice)	New post	<ul style="list-style-type: none"> • Deliver Communication plan • Maintain online presence 	Recruit to start Oct / Nov 21	37
Communications Manager	Existing post with additional duties (From vacant Media & Communications Officer role)	<ul style="list-style-type: none"> • Create communications plan • Create and publish content • Develop the web presence • Line manages 1 role • Budget supervision 	Recruit starts 06/09/21	30
Community Halls Manager	Existing post with additional duties	<ul style="list-style-type: none"> • Line manages 4+ roles • Manages all built assets • Budget supervision 	Petula Parker-Barnes	30
Grounds & Town Maintenance Officer	Existing post	<ul style="list-style-type: none"> • Town maintenance and orderly duties 	Jon Harvey	7
Office Manager	Existing post with additional duties	<ul style="list-style-type: none"> • Manages day to day office environment and contracts 	Julie Martin	30

Post	Status	Role	Name (if in post)	Average hours per week
		<ul style="list-style-type: none"> • Supports Clerk and Assistant Clerk • Supports room hire • Public enquiries • Budget supervision 		
Projects & Wellbeing Manager	New post (From deleted Community & Economic Development Manager)	<ul style="list-style-type: none"> • Multiple project management • Manages temps & contractors • Deliver Wellbeing projects • Budget supervision 	Lin Sargent	30
Relationships Manager	New post (From deleted Community Engagement Officer role)	<ul style="list-style-type: none"> • Ensure links to Neighbourhood Plan • Create community engagement plan • Develop partnerships with community groups and organisations • Manage community grants • Budget supervision 	Post to be recruited Nov 2021	TBC
Resilience Manager	New post (From COVID-19 temp cover)	<ul style="list-style-type: none"> • Create resilience plan covering community, economic and environmental resilience • Manage events on PTC sites or where PTC joins • Budget supervision 	Nicky Mills	22.5

3. The recruitment process:

- a. Adverts for the Communications Manager, Resilience Manager and Bookkeeper were posted:
 - i. Online via LinkedIn at a cost of £680.86 ex VAT which generated 46 applications
 - ii. Online via Indeed.com at a cost of £80.44 ex VAT which generated 56 applications
 - iii. Through the local media (online at jobs24, and in the Weston & Somerset Mercury and North Somerset Times at a cost of £870.80 ex VAT which generated 15 applications
 - iv. These results will be considered when advertising future roles.
- b. In total, the council received 117 applications
- c. Three interview panels included Staffing & Finance Committee members, the Town Clerk and 1 panel included the Assistant Clerk.
- d. 15 applicants in total were invited to interview
- e. Job offers were made and accepted for the Resilience Manager, Communications Manager, and the Bookkeeper.
- f. Also, an offer was made and accepted for the Project & Wellbeing Manager role to a Resilience Manager interviewee as the requirements are very similar and this recruit has excellent project management skills and interviewed extremely well.
- g. Also, a temporary contract has been offered and accepted for a Project Support Officer, again to a Resilience Manager interviewee who also impressed the panel.
- h. The two remaining vacant roles:
 - i. The team is working with Weston College to recruit a Communications Assistant Apprentice from October 2021
 - ii. Recruitment for the Relationships Manager will start in the autumn.