



EVESHAM TOWN COUNCIL



PERSONNEL COMMITTEE

Notice is hereby given that an Extraordinary meeting of the **PERSONNEL COMMITTEE** will be held at the **Community Contact Centre**, Abbey Road, Evesham, at **3.00 pm**, on **MONDAY 8 JUNE 2015** to which you are hereby summoned for the transaction of the business specified below.

Admission of the Public and Media

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

Public Participation

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Committee. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 443322, email townclerk@eveshamtowncouncil.gov.uk, or in person, prior to the meeting.

AGENDA

1. **Election of Chairman**
2. **Election of Vice-Chairman**
3. **Apologies for Absence**
4. **Declarations of pecuniary or other interest (if any)**
5. **Almonry Heritage and Tourist Information Centre Manager – Recruitment**
Town Clerk's report attached for members only
6. **Remuneration for Almonry staff acting up in the absence of the Manager**
Town Clerk's report to be tabled

Stuart Carter
Town Clerk

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The following Members are members of this Committee:

Town Mayor, Deputy Town Mayor, Councillors Barclay, Bulman, Mrs Sale, Mrs Smith, Tucker and Mrs Whiting

The agenda is also circulated electronically to all other Members of the Council for information only.

EVESHAM TOWN COUNCIL

COMMITTEE: **PERSONNEL**

DATE: **8 JUNE 2015**

SUBJECT: **ALMONRY HERITAGE AND TOURIST
INFORMATION CENTRE MANAGER –
RECRUITMENT**

REPORT BY: **TOWN CLERK**

1.0 PURPOSE OF REPORT

1.1 To seek Members' views on the job role, pay grade and job specification for the role of manager at the Almonry.

2.0 RECOMMENDATIONS

2.1 Members views on the future role of the manager and the implications this has are requested.

3.0 BACKGROUND

3.1 Miss Tonia Collett, stepped down from the Almonry at the end of May to take up a new post as a museum manager in Birmingham. This presents the Town Council with an excellent opportunity to review the post and its responsibilities and consider whether it should be changed to enable the Almonry and the council to meet its strategic plans going forward.

3.2 The manager was employed on a fulltime basis and the role was recently increased in grade to spinal point 24 £21,530 per annum. During the review of the staff structure, it was highlighted that the manager's role would be graded higher if Ms Collett had had a specific museum qualification.

3.3 The original job description is attached for information.

4.0 THE FUTURE MANAGER'S ROLE

4.1 Discussions with Miss Collett and the former Worcestershire County Council's (WCC) Museums Officer have highlighted how the role has changed during the last 10 years, with a greater emphasis on projects, the collection, marketing and maintaining building. The development of the HLF is a prime example of how Ms Collett took on the role of leading a project to enhance the Almonry and secure it for future generations.

4.2 Currently, the Manger is employed full time and acts as front of house, as well as undertaking bid writing, project management, public relations and staff supervision. During an exit interview, Ms Collett explained that when she was employed the role did not include a lot of what she now undertakes on a daily basis.

- 4.3 The former WCC Museums Mentor has expressed his opinion that states that the museum and the TIC element has grown considerably. As a result, the Council should consider employing someone with specialist museum experience. This individual would do much less front of house work, and concentrates on projects, exhibitions, PR and fundraising, in essence taking out the TIC element of the role, whilst still maintaining overall responsibility.
- 4.4 Ms Collett concurs stating that whilst the TIC element is crucial, it does hinder the management of the Almonry and the manager's ability to seek funding and undertake projects. The ability to work uninterrupted would enable the post holder to focus on the future of both the building and heritage centre and its role within Evesham, perhaps looking to do further work with schools and the community, bid writing, exhibitions etc.
- 4.5 The Town Clerk has been in communication with the Clerk of another Council who went through a similar process. They were also in the process of applying for HLF funding and appointed a manager to help drive this, as well as manage it once the project was concluded.
- 4.6 Members may wish to take into account the recommendations of the Town Plan, which makes reference to heritage and tourism and the role they should play in the town when considering what course of action to take.
- 4.7 Attached for information is an example job description and person specification for the role. This has been compiled by the Clerk to illustrate the changes in the role.

5.0 IMPLICATIONS FOR THE TOURIST INFORMATION CENTRE (TIC)

- 5.1 Taking the TIC day-to-day duties away from the manager would have implications for this service, not least physically having somebody on the desk to deal with enquiries. Whilst the manager would retain overall responsibility for the TIC element, they would not be required to answer day to day enquires unless they were providing cover.
- 5.2 To retain the current level of service, the Council would have to either, extend the hours of one of the existing members of staff and give them a greater responsibility for the TIC element, or employ an additional member of staff. One of the current members of staff has indicated that they would be willing to undertake additional hours, possibly 3 days extra, though this should not be taken as given and further negotiations will need to take place.
- 5.3 It should be noted that there are a few days when the TIC will be open but the museum not due to lack of staff cover.

6.0 RECRUITMENT PROCESS

- 6.1 Given the specialist nature of this role, it has been recommended that the recruitment process extend beyond a traditional interview. It is recommended that those shortlisted be invited for a guided tour, that they are then observed conducting a team meeting involving staff and then they have a formal interview.

Members are asked to consider who they would like to be on the interview panel. They are also asked to consider involving a member of the Historical Society in the process in some way.

- 6.2 There are several trade magazines in which the position should be advertised. There is also a specialist website where jobs can be listed free of charge.

7.0 FINANCIAL IMPLICATIONS

- 7.1 It is not possible to comprehensively cost these proposals until it is clear what the Council intends to do concerning the post. It is the case that the role detailed for the manager would be paid at a higher rate. The former museum's officer has stated the following:

Career 1 recommends a starting salary of £25,440 - £27,924(SCP 29 – 32), and gives as a guideline 2-3 years experience and an ability to take on reasonable responsibility. They would be an occasional team leader with more regular supervisory responsibility, no budget responsibility but oversight of occasional small projects. It anticipates that the post holder would have a degree and be working towards the AMA.

Career 2 (£27,123 - £32,778) mentions 4+ years of experience and considerable knowledge in a particular discipline. He/she would be able to manage a team and a discrete piece of work, and be responsible for a project or specialism. They would typically be assigned a budget to manage. It would be expected that they had a degree, possibly a postgraduate qualification, and would have completed or be close to finishing the AMA.

- 7.2 In addition, there would be a cost to employ an extra member of staff for an extra 3 days every two weeks.

8.0 LEGAL IMPLICATIONS

- 8.1 The successful candidate would be required to enter into a formal contract of employment with the Town Council in accordance with the National Joint Council Conditions of Contract.
- 8.2 In accordance with Standing Orders, any recommendation will have to be made to Full Council.