

TO: **POLICY AND RESOURCES COMMITTEE**

9 July 2018

FROM: **ESTABLISHMENT COMMITTEE**

6 September 2018

COMMITTEE AND MEMBERS SERVICES TEAM – REQUEST FOR ADDITIONAL RESOURCES

The Committee considered a report of the Town Clerk which sought approval for increased staff resources within the Committee & Members' Services Section of the Town Clerk's Department.

The Chair noted the growth in the number of Member bodies and the overloading effect this had on the work of the Town Clerk's Department. A review had been undertaken of the current arrangements within the Team and the recommendation to create three further full-time posts and one part-time post had arisen as a result of this.

Members raised the point that when a proposal was made to create a new committee, sub-committee or working party, consideration should be given as to whether this would be an efficient way to deal with work. The Committee asked this matter be brought to the attention of the Policy and Resources Committee noting the number of that Committee's sub-committees and working parties had grown significantly in recent years. Members asked that the Policy and Resources Committee note the Establishment Committee's concerns on the growth of sub-committees and working parties in general, and whether consideration could be given to governance and the way in which Members make decisions.

RESOLVED – That the Committee:

- a) The Committee support the creation of three further full-time posts within the Town Clerk's Committee & Member Services Section (two at grade D and one at grade E), together with a part-time post (pro-rata grade F), based on 1-2 days of work each week, to support the work of the Livery Committee; and
- b) a resolution noting the Committee's concerns on the growth of sub-committees and working parties be submitted to the next meeting of the Policy and Resources Committee.