**Minutes of Knaresborough Town Council’s Office Services Committee,**

**held at Knaresborough House, Knaresborough on**

**Monday 28 February 2023**

**PRESENT: Chair:** Councillor D Goode

**Councillors**: K Davies, J Pickard and M Walker

**Also Present:** Councillor H Westmancoat

**Staff Present:** The Clerk

**Late Arrivals:**  None **Early Departures:** None

**OSC 23/001 ITEM 1 - To elect a Chair for the Committee**

**RESOLVED:** That Councillor Goodeis elected Chair of the Committee

**OSC 23/002 ITEM 1 - To receive** Apologies for inability to attend the meeting

None for this meeting.

**OSC 23/003 ITEM 2 – Councillors’** Disclosure of an Interest

None for this meeting.

**OSC 23/004 ITEM 4 – KTC Public Speaking Session**

None for this meeting.

**OSC 23/005 ITEM 5 - To consider**, and if thought fit, approve as a correct

record, the Minutes of the Office Services Meeting held on:

**5.1** Monday 24 June 2019

It was noted that these Minutes had been previously approved as a correct record on

28 October 2019.

**OSC 23/006 ITEM 6 - To consider** the re-structure of council, its committees and working groups and any impacts on staffing

The Clerk summarised the current staffing situation and the potential for significant changes in the future. The work in the office has significantly increased over recent months, devolution may present new opportunities and challenges and there is currently no provision for succession planning. The Clerk was asked whether any particular issues were a contributing factor to the increased workload, and she explained Council’s lack of prioritisation of the many and varied projects members wished to look at was having an impact. The Clerk mentioned that following recent staff training and the work the office has undertaken as part of the Local Council Award Scheme a look at the structure of the Council, how it could be improved and better streamlined to current initiatives may alleviate some of the staffing issues and help Councillors in their work for the Town.

Councillor Goode took members through a draft organisation chart in detail and it was agreed to make the following recommendations to Full Council:

**Recommendations:**

1. That **KTC Full Council meetings** are reduced to 4 or 5 a year including the Annual Meeting of the Town Council
2. That KTC sets up a committee structure to include the following:

**Planning Committee to meet face to face monthly.**

Neighbourhood Development sub-committee to report to Planning Committee.

**Finance and General Purposes Committee (FGPC) to meet quarterly.**

Grants sub-committee to report to FGPC.

KTC/Unitary working group to become the Devolution and Prosperity sub-committee to report to the FGPC.

Contract Tender Working Group to report to FGPC directly (to be set up as and when needed)

**Staffing Committee to meet annually** and as and when circumstances require.

**Community Services and Environment Committee (CSEC)**

Climate Change Emergency sub-committee to report to CSEC.

River Nidd Bathing Status working group to report to the Climate Change Emergency sub-committee.

Emergency Response Sub-committee to report to CSEC.

Memorial Forest working group to be disbanded for the time being.

Allotments sub-committee to report to CSEC.

Castle sub-committee to report to CSEC.

Cony-Hall sub-committee to report to CSEC.

Police Liaison sub-committee to report to CSEC. (New group)

**Projects and Events Committee (PEC)**

Bright Friday sub-committee to report to PEC.

Stage working group to report Bright Friday sub-committee.

Markets sub-committee to report to PEC.

Vinyl Window Project working group to report directly to PEC.

King’s Coronation working group to report directly to PEC.

Mayor and Civic Events sub-committee to report to PEC. (New group)

Youth Engagement sub-committee to report to PEC. (New group)

1. King George V Trustees must remain separate to Council.

Councillor Goode went back to the current staffing status and explained the rationale behind Council’s decision to set money aside in the 2023/24 budget for extra staffing. He suggested this should not be a third Clerk, but an individual to look at community engagement, employed on a parttime basis.

Councillor Davies commented that there was a need to reduce the burden on the Clerk and there were several ways this could be done. There is also an element of succession planning that would be prudent for Council to consider.

**Resolved:** That the Clerk edits and simplifies the organisational chart to reflect the recommendations above and includes wording on how the new structure could work. This can be presented to Full Council with the recommendations.

**Further resolved:** That Councillor Goode and the office staff continue to work on a potential job description to develop it in line with the possible organisational structure changes and present it, via email, to committee members for their review before taking to Full Council.

**Meeting Closed at 9pm**

**Signed by the Chair (Councillor D Goode): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**