

WELSHPOOL TOWN COUNCIL

EMERGENCY STAFFING POLICY

Introduction

This paper is issued to set out what procedures should be taken in the case of a senior member of staff being off duty for any length of time.

Authority

The Town Council in Law only has three decision makers which are:

- i) The Full Council
- ii) A Committee with specific authority from the Town Council
- iii) The Town Clerk within deligated powers and the 1972 Local Government Act

In the event of the Town Clerk not being in post the above still applies. The deligated authority would normally pass to another senior member of staff, in this case for very limited matters Val Graul on general matters and Rosemary Charman on financial matters.

Town Clerk's Manual

In the wooden cabinet in the Town Clerk's Office on the right hand side second shelf down is a Manual which covers almost all of the activities of the Town Clerk with outline instructions of what to do in each case.

Staff management

The Town Clerk manages currently the Council on a 'team' basis:

Activity	Team Leader	Staff team	Who also knows what to do
Office	Val Graul	Ffion Davies	Robert Robinson
Accounts	Rosemary Charman		Robert Robinson
Town Services	Paul Mc Grath	Glyn Lewis Helen Thomas Ffion Davies (Markets)	Glyn Lewis Helen Thomas Robert Robinson
Tourism	Wendy Lewis	Elaine Edwards	Elaine Edwards Janet Evans Robert Robinson
Recreation	Dan Chodecki	Glyn Lewis Antony	Glyn Lewis Paul McGrath Robert Robinson
Day Centre	Wendy Yapp	Lyn Hughes Hayley Margaret Stewart Charman Amy Yapp Anne Hilditch	Lyn Hughes Robert Robinson

Town Clerk

The Town Clerk holds various staff meetings to ensure everyone knows the basics of what is happening at any one time as follows:

By monthly A team leaders meeting.

By monthly A meeting with the staff as a group in each section

Monthly The Town Clerk does a tour of all property and services.

Areas of activity

The areas of activity under each heading are:

Activity	Team Leader	Activity
Office	Val Graul	Administration, events, mail, office management, CCTV, arranging both the Town Clerk and Mayors diary and small projects.
Accounts	Rosemary Charman	Accounts, financial payments and records. Also some involvement in events. Bookings.
Town Services	Paul Mc Grath	Town Hall, Flicks in the Sticks, Markets, Toilets, general town maintainance and general duties.
Tourism	Wendy Lewis	Tourist Information Office, Tourism Web Site, Tourism booklets.
Recreation	Dan Chodecki	All recreation grounds, open spaces, playgrounds and area around TIC with flower beds.
Day Centre	Wendy Yapp	Day centre and Meals on Wheels.
Web site and facebook	Robert Robinson Ffion Davies	Web Sites, press, facebook, twitter and publicity.

General day to day running of the Council

The general running of the Council Services day to day is covered by Team Leaders which in the absence of the Town Clerk for a few weeks would run normally.

Council and Committee administration

The Council Meeting (if the Town Clerk is not present) would need to have a 'locum' or PCC appointed legal representative. Often a Council will ask another Clerk to attend.

Committees (without any authority) could meet without the Town Clerk for short periods but with another member of staff present (Val Graul or Ffion Davies).

Legal aspects

The legal aspects of the Council will require a PCC officer present or another Clerk (locum).

Robert A Robinson FRICS MILCM

Town Clerk

December 2015