

MINUTES OF THE FACILITIES & INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (FIED) COMMITTEE MEETING HELD AT 7.30PM ON TUESDAY 19<sup>TH</sup> JANUARY 2021 VIA MICROSOFT TEAMS

PRESENT

Chairman: Cllr K Booth

Cllrs: P Bailey, L A Clarke, S Lees, P Oakes Mrs J Saunders and Mrs J Sewart  
Cllr N Wylie (SO56)

Officers in attendance: H Barlow (Clerk)

68. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The shorthand assistant confirmed that the meeting is recorded for the purposes of minute taking and the recording is deleted when the draft minutes are agreed.

There were no other declarations.

69. Questions from members of the public

There were no members of the public present

70. Apologies for absence

Cllrs M Blackie

71. Declarations of Disclosable Pecuniary or Other Interests

There were no disclosures of pecuniary or other interests.

72. Approve as an accurate record the minutes of the Facilities, Infrastructure and Economic Development Committee meeting held on 30 November 2020.

**RESOLVED: That the minutes of the Facilities, Infrastructure and Economic Development Committee meeting held on 30<sup>th</sup> November 2020 are approved (4 for, 3 abstentions)**

73. Discuss the draft job description for the Operations Manager role and to recommend to M&E the job description for approval.

The Committee discussed the draft job description. It was noted that the Operations Manager would need to undergo some training. This is likely to be from a variety of resources as the job was very varied and there was not a single course that would cover this. Training would include parks inspections, IOSH and we would also approach CE to see if they could provide any training in relation to highways and streetlighting.

Hours of work were discussed and it was agreed that the post had grown substantially over the years and a full time Operations Manager was now required. It was noted that the current budget was for SCP 26 and based on 28 hours.

**RESOLVED: That the job description is approved and recommended to M&E based on a full time role on the current scale points and subject to the correction of some minor typos (NC)**

74. Discuss the draft job description for the Caretaker role and to recommend to M&E the job description for approval.

It was agreed that the job description should be amended to include a provision for training. Driving was also essential. It was noted that flexibility was important in this role

**RESOLVED: That the job description is approved and recommended to M&E based on a part time 25 hour role on the current scale points and subject to the above amendment and correction of some minor typos (NC)**

75. Consider and agree any communication messages arising from this meeting.

To advertise the roles

Meeting end time: 8pm

Chair.....

Dated.....