

Minutes of Staffing Committee held on Saturday 19 February 2011
at the Dug-Out at 10.30am

Present: Councillors De Barr (Chairman), Cossins and Donald.

Also present: 4 members of the public, Councillors Brampton, Coughlan, and Ward, and the Town Clerk, Ms V Ellis.

- 8 No apologies were received.
- 9 No declarations of interest were made.
- 10 Minutes and Matters Arising.
- a. The Staffing Committee **resolved** to approve the Minutes of the meeting on the 15 December at 9.30 am.
- b. The Staffing Committee **resolved** to approve the Minutes of the meeting on the 15 December at 10.45am.
- c. Members **noted** that the Staffing Committee's recommendation to Council that the Town Clerk and the Assistant to the Town Clerk both receive the annual increment for satisfactory performance was approved and supported.
- 11 The Staffing Committee **received** the resignation of the Town Clerk.
- 12 The Committee reviewed documentation and **resolved** to make the following changes:
- In the job description under: Overall Responsibilities, change 'play area' to 'play areas'.
 - On a day to day basis the contact for the Town Clerk is with the Chairman of the Council but any staffing issues are to be referred to Staffing Committee
 - The Committee resolved to discuss with the Yorkshire Local Councils Associations the issue of other people apart from Town Council staff doing minutes. The Clerk informed the Committee that comments have been received about the accuracy of minutes not done by a member of staff. This includes the assistant to the clerk as delegated by the Town Clerk to do minutes
 - A brief discussion was held on outsourcing PAYE as a protection for both the Clerk and the Council and the possible cost implications. A proposal was made to obtain some quotations. The Clerk informed the Committee that NYCC undertake payroll for

some parish councils and that she had requested a quote, that York City Council undertake payroll for Ryedale District Council, and that she had been given another name of a firm who specialise in parish council payrolls. Local accountants could also be asked to quote.

- In the 'Other Requirements' section

Delete 'at least monthly' re attending evening meetings

Delete 'in the town'

Further Information

The Committee **noted** that there is a need to clarify with the Council what the Town Clerk's hours should be. It was suggested that the regular hours should be 18/per week plus 2 for leeway (flexi time), and that the budget should be set for 20 hours/week.

Additional hours would be paid for as required. The balance of extra hours would be at the discretion of the Staffing Committee to deal with peaks and troughs.

The Clerk informed the Committee that extra hours did not count for pension contributions, holiday or sickness. To receive any of these benefits the extra hours have to be subject to at least a 3 month contract.

It was decided to ask the Town Council to detail the hours provided for in the budget – What the fixed hours are and what allowance is there for extra hours?

Extra hours could be worked by application to the Staffing Committee then reported to the Town Council. Recommend 18 or 20 hours/week and budget.

Salary Scale 26 SCP £22,221 to £24,646 SCP 29 for Town Clerk/Proper Officer/RFO. This was based on a Job Evaluation.

The Town Clerk's holidays are to be agreed with Staffing Committee.

Interview process

One member on shortlisting who was not on the interview panel

One member interviewing who was not on the shortlisting panel

3 at interview quite sufficient

Draw up interview grids so each candidate was asked the same questions.
Weighting system used.

13 Advertisement

The previous advertisements were reviewed and the Committee **resolved** to use the same details as before but change the salary, date and possibly the hours.

Advertising

Malton Gazette and Herald

SLCC website is £50

YLCA- no charge. Councillor De Barr declared an interest at this point as she is Chairman of the YLCA

Noticeboard

Website

Office Window

Town Blog

Discussion about who is doing the next Moorsider. Encourage another one to go out.

The Committee **resolved** to recommend to Council that another issue of The Moorsider be published.

Previous procedure

Shortlisting meeting

Post advertised, closing date was 3 weeks after the advert has appeared. Applications should be addressed to the Town Clerk and those received before the deadline should be considered. Shortlisting should be carried out by the Staffing Committee.

14 Appraisal Process

At the moment it is on an annual basis which is in line with other organisations. The new appointee would receive more appraisals due to

the probationary period and subsequently at 12 month intervals. To be timely with the budget the appraisals need to be in September.

The Committee **resolved** to research forms used by other organisations.

Standing Orders were suspended at this point.

A member of the public addressed the committee and said that appraisals must set out objectives for 6 months.

Standing Orders were reinstated.

The committee discussed how the appraisal process must be a supportive environment, the different approaches, and the procedures of other organisations.

Councillors could be informed that the appraisals were due and asked to raise any issues. Feedback would be given and the council would be informed about any action being taken.

Consider how many members are on Staffing Committee then the committee has to do the appraisal.

- 15 No date was set for the next meeting.

.....

Chairman
7 March 2011