MINUTES OF KIRKBYMOORSIDE TOWN COUNCIL STAFFING COMMITTEE on Saturday 12 March 2011 at 2pm in Manor Vale Community Centre

Present: Councillors G De Barr (Chairman), C Dowie, S Ward Also Present: Councillor M Brampton and Assistant to the Town Clerk, Mrs C Eve

15. The Committee received apologies for absence from Councillor J Cossins
16. No Declarations of Interest were received.
17. Minutes and Matters Arising a) The Committee approved the Minutes of the Staffing Committee Meeting held on 19 February 2011 at 10.30 am. b) The Committee received the information that Mrs L Slater, Parish Clerk for Wombleton will be coming to take Minutes on Mon 21 Mar at the Ordinary Meeting.
18. The Committee discussed the future staffing structure in line with the budget (£21,000) set by the Town Council for 2011/12. a. The Committee made recommendations of alterations to the job description and person specification which will be available at the next Ordinary Meeting. The Committee also recommended that the Town Clerk's position be considered as a job share. The Assistant to the Clerk will contact the Society of Local Council Clerks (SLCC) for their advice on this matter. Such action will require consultation with the Assistant to the Town Clerk as it would mean altering her job. b. The Committee recommended 10 hours for each job share position and the salary be advertised as Local Council (LC) Spinal Column 23-29. The advice notice from the SLCC and town profiles were considered in making this recommendation. c. The Committee recommended that there must be an appraisal process and a performance appraisal form was considered for the post but deferred any further discussion until the next meeting. The Committee resolved to continue the meeting after 2¼ hours.
19. Aims and working Practices. The Assistant to the Town Clerk did advise that this item not be discussed as 'the motion should be clearly worded and be capable of being accepted or rejected when it is put to the vote'. (Standing Orders for Local Councils 9b) The Committee recommended that the Town Clerk should be advised not to work too late or for too long in any given period. The Committee recommended that the list of Town Council Priorities be included in the applicants' job pack and that the Priorities go onto the website.
20. The Committee received information from the Assistant to the Clerk and reviewed her working hours and leave for 2010/11. 21. The next meeting will be at 6pm at the Dugout on Mon 4 Apr 11.

……. Chairman