



KIRKBYMOORSIDE TOWN COUNCIL

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MINUTES OF KIRKBYMOORSIDE TOWN COUNCIL STAFFING COMMITTEE

Held on Monday 16 May 2011 at 10am in Manor Close Community Centre

Present: Councillors C Dowie (Chairman), A Alexander, S Ward

Also Present: Councillor M Brampton and Assistant to the Town Clerk, Mrs C Eve

1. The Committee **resolved to appoint** Councillor Chris Dowie as Chairman (1).
2. Apologies were **received** from Councillor Cossins
3. No Declarations of Interest were received.
4. Minutes and Matters Arising
 - a) The Committee **approved** the Minutes of the Staffing Committee Meeting held on 4 April 2011.
 - b) The Committee **noted** that the Assistant to the Town Clerk had spoken to the Society of Local Council Clerks' employment advisor regarding the contract for the Town Clerk.
5. Public Session

Councillor Brampton said that he felt that the Town Clerk should not have automatic pay increments every year and they should be performance related. The Chairman said that this had already been discussed at a previous meeting and would be worded as such in the Town Clerk's contract.

Councillor Brampton also stated that he is happy to continue as an unpaid advisor if the future Town Clerk has little or no experience of local government. He questioned the wisdom of the Town Council spending a lot of money on CILCA training for the Clerk at the present time
6. Interviews:
 - a) The membership of the interview panel was **resolved to consist** of Councillors Alexander, Dowie and Ward. Councillor Cossins will be a reserve.
 - b) The Staffing Committee **resolved to agree** the questions for interview. There will be 12 questions.
 - c) The Committee resolved that interviews would begin at 9am on Thursday 19 May and each one would last 30mins. There will be a 15min break before the next interview. Councilor Dowie will introduce the interview panel and ask the first 4 questions, followed by Councillors Alexander and Ward. The public will be excluded from these interviews.

1 Kirkbymoorside Standing Orders para 5(i) Motions not requiring written notice

The Committee **resolved to move** item 6 to the end of the agenda in order to address more pressing matters.

7. The Committee **noted** that the Assistant to the Town Clerk will be away from Mon 20 Jun to Fri 1 Jul 2011.
8. The Committee **noted** that additional hours are being worked by the Assistant to the Town Clerk over this vacancy period and these hours will be shown on the next Ordinary Meeting's agenda.
9. The next meeting of the Staffing Committee will be on Monday 6 June 2011 at Church House.
10. The Committee resolved to exclude the public from the next agenda item on the grounds that the information being discussed is confidential.
11. The Committee **resolved to shortlist** 3 candidates for interview for the post of Town Clerk.
12. The Committee **resolved to defer** making a decision on the appraisal form for the Town Clerk and Assistant until the next meeting. The Assistant to the Town Clerk gave out example sheets of appraisal forms and will e-mail more for the Committee to look at before the next meeting.

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Chairman