

Minutes of Staffing Committee held on Monday 30th January 2012

at Church House at 6.30pm



Present: Councillors Dowie (Chairman), Ward, Alexander, Cossins.

Others present: Town Clerk (up to and including item 6, minutes 11079S)

- 11074S Apologies for absence: None
- 11075S There were no declarations of interest
- 11076S
 - a) Minutes of the meeting on the 4th January 2011 were approved
 - b) No matters arising
- 11077S No members of the public present
- 11078S It was agreed to exclude the public for the next item due to confidentiality
- 11079S Discussion with the Town Clerk regarding working procedures and targets as agreed on 4th January 2012 – confidential item. Actions were written on the Clerk's target sheet. Payment would be made for the additional hours worked up to 4th January 2012. Confidential record of other discussion points has been made
- 11080S It was noted that the Assistant Town Clerk has tendered her resignation on 17th January 2012.
- 11081S As a result of the above, it was decided to recommend to Council that an Assistant Town Clerk is appointed
- 11082S The Committee discussed and approved the following documents for recommendation to Council:
 - a) Advert for use in Gazette & Herald, SLCC website, Town Council website, Kirkbymoorside Blog. Additional information to be added:
 - i. Salary scale to be added at same scp range as currently paid to Assistant Town Clerk
 - ii. Interviews to be held on 16th March 2012
 - b) Job description, with the addition of the salary scp scale, and Person Specification (as used for the Town Clerk's recruitment process)
 - c) Application form
 - d) Contract, with the following additions / amendments:
 - i. Clause 6.1: add the relevant salary scale
 - ii. Clause 6.2: add the maximum scale point and the date of the first increment payment

- iii. Clause 13.1: add the percentage for holiday leave
 - iv. Change the text under section 22. Training and Development to be clause 22.1
 - v. Add clause 22.2, to read: The Council will require reimbursement of full costs of training if you leave the Council's employment within 2 years of completing the course(s).
- e) Process for recruitment:
- i. deadline for application forms: midday on 12th March 2012
 - ii. the staffing committee to shortlist from application forms received on evening of 12th March 2012
 - iii. Interviews to be conducted by the Staffing Committee and held on 16th March 2012

11083S The Committee agreed the last working day for the Assistant Town Clerk as 28th March 2012 – to be recommended to Council for approval.

11084S The Committee agreed to offer an exit interview to the Assistant Town Clerk.

11085S The Committee noted the date of the Town Clerk's holiday

11086S Date of next meeting: 19th March 2012 at 6.30.

Meeting closed at 8.40pm

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Chairman