

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 18 JANUARY 2007

Present : Cllr. K Leathley (in the Chair), Cllr E Holden, Simpson,  
Councillors Mrs. A Newbury, Mrs Viles and Mrs Wright  
Mrs Robinson – Town Clerk

**RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees. 041/07

#### NOTICE OF THE MEETING

**RESOLVED:** That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.

042/07

#### APOLOGIES

Councillor Hudghton had sent apologies due to a work commitment.

**RESOLVED:** That Councillor Hudghton's apologies be accepted.

043/07

#### STAFFING BUDGET 2007/2008

The Clerk had previously circulated a breakdown of staffing costs to be included in the 2007/2008 budget to Members for approval. The Clerk informed Members that the National Salary Award for 2007/2008 had not yet been agreed and therefore an estimate of 3% had been used for calculation purposes; salary increments, employer pension and employer national insurance contributions had been included in the proposed costs, together with the cost of an additional member of staff for a six month temporary contract and an acting up payment for the Administrative Assistant which had already been agreed (Minute 553/06). Members checked the salary grades and spinal column points within the calculation. The Clerk was requested to inform the Staffing Committee when the National Salary Award had been agreed. Members discussed the current training budget and agreed it was sufficient for the forthcoming year. It was

**RESOLVED:** That the Staffing Budget proposal for 2007/2008 be accepted as above and a recommendation to the Finance & General Purposes Committee be made for inclusion in the 2007/2008 budget.

044/07

**RESOLVED:** That a recommendation be made to the Finance & General Purposes Committee that the training budget for 2007/2008 remain the same amount as the current year.

045/07

#### STAFFING UPDATE

The Clerk updated Members on the following:

##### Staff Appraisals

All staff appraisals have been completed with staff by the Clerk. The Clerk's staff appraisal is to be carried out by the Chairman of the Staffing Committee. It was

**RESOLVED:** That the Clerk's Staff Appraisal be carried out by the Chairman of Staffing Committee as soon as possible.

046/07

##### Personal Development Training Plans

Personal Development Training Plans have been updated and training requirements for the forthcoming year identified. The Chairman of Staffing Committee to carry out 'in house' Health & Safety training with all staff during staff training sessions. It was

**RESOLVED:** That this information be noted.

047/07

### SAGE Payroll

The Clerk and Deputy Clerk attended and successfully achieved a SAGE Payroll course and this has enabled the smooth transfer of manual weekly staff payroll onto a computerised weekly payroll system. Both members of staff to undertake a PAYE Online workshop course to submit the end of year online which will save the Council money. The Clerk stated that the Deputy Clerk had worked extremely hard to achieve the transfer from a manual to a computerised system and would like to formally thank her for her efforts in this move forward for the Council, members agreed that they wished to pass on their thanks to the Deputy Town Clerk for this achievement. Members requested that it was now time to move towards a salaried payroll system which would save on staff time and the best period to implement this would be in April 2007, however they were concerned that the transition between weekly and salaried payroll may cause some financial difficulties for staff. An appropriate consultation period with staff would be required for their acceptance of the proposed new scheme and an addendum to contracts of employment would need to be made. It was agreed that salaries would be payable over 12 calendar months with payment on the last Friday of each month and it was considered by Members to offer an interest free loan of up to one months salary to be paid back over a 12 month period to ease the financial transition of transferring to a monthly payroll system. It was

**RESOLVED: That a recommendation be made to full council that the Staffing Committee initialise arrangements to implement a salaried payroll system as soon as possible after consultation and agreement with all staff.** 048/07

**RESOLVED: That a recommendation be made to full council that the Staffing Committee offer an interest free loan of up to one month's salary to be re-payable within a period of 12 months to ease the transition of transferring from a weekly to monthly payroll system and that this income be met from the existing payroll budget.** 049/07

**RESOLVED: That if approval is granted by full council to implement the above the Chairman of Staffing Committee send a letter to all staff to explain the process for the payroll change and seek staff agreement.**

050/07

**RESOLVED: That the Staffing Committee wish to congratulate all the staff for the numerous changes which have been made in the office since the Clerk's appointment and wish to recognise the marked improvements which have been made.** 051/07

### **TEMPORARY CLERICAL ASSISTANT**

The Clerk had previously circulated a draft advert, job description; person specification and application pack to Members for approval. The Clerk stated that she had sought an estimate for insertion in the local press which could only be inserted as a packaged advert at a cost of £595.08 or £374.60 if reduced to 50 words. Members could not justify spending this amount of money to advertise for a temporary member of staff and agreed to try to advertise locally via the local library, the Evron Centre, the I.T.Centre, the Council notice board, the Council website, the Job Centre and the Town Crier Newsletter. The Clerk to arrange a suitable closing date and applications made available for all members of the Staffing Committee to read. It was agreed that the interview panel comprise of the Chairman of Staffing Committee, the Town Clerk and one other Member of the Staffing Committee. It was

**RESOLVED: That the above recruitment and selection process for the Temporary Clerical Assistant be carried out as above.** 052/07

Cllr. K. Leathley  
Chairman