

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 2 MARCH 2007

Present : Cllr. K Leathley (in the Chair), Cllr E Holden, Cllr D Hudghton, Cllr Mrs A Newbury  
Cllr J Simpson, and Cllr Mrs M 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.** 139/07

#### 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.**

140/07

#### APOLOGIES

Councillor Mrs J Viles had sent apologies due to illness.

**RESOLVED: That Councillor Mrs Viles's apologies be accepted.**

141/07

#### TEMPORARY CLERICAL ASSISTANT

The Chairman reported to the Staffing Committee that three candidates had been selected to attend for interview for the position of Temporary Clerical Assistant on a fixed term contract basis for a period of six months and the recruitment and selection process had now been carried out by the interview panel and a candidate had been recommended for appointment. After discussion it was

**RESOLVED: That the position be offered to the recommended candidate subject to receipt of satisfactory references, and a commencement date be arranged as soon as possible.**

142/07

#### STAFFING UPDATE

The Chairman reported that the Clerk's staff appraisal had been carried out and recommended to the Staffing Committee that the Clerk be allowed allocated time for study and training to gain the Working with Your Council and Certificate in Local Council Administration courses which are needed in order for the Council to apply for re-accreditation for Quality Status. The Chairman stated that two designated half days per week (afternoons) when the Clerk would not be available unless in case of an emergency would be realistic. This was approved by Members and 2-3 days study leave if needed could be approved subject to workload and in conjunction with the Chairman/Vice Chairman of the Staffing Committee.

**RESOLVED: That the above information be noted.**

143/07

#### PROJECT WORKER – HERITAGE LOTTERY FUND

The Clerk informed members that the recruitment and selection process in consultation with the Heritage Lottery Fund had been carried out for the tendered contract for the position of Project Worker for the Heritage Lottery Fund Project 'To the Last of the Line'. An appointment had been made and the Project Worker would commence duties on 1 March 2007 on a one year contract.

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

144/07

Cllr K Leathley  
Chairman

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