

FILEY TOWN COUNCIL

STAFFING COMMITTEE 6 JULY 2007

Present : Cllr Mrs A Newbury (in the Chair), Cllr C Hodgson, Cllr E Holden, Cllr G Johnson,
Cllr Mrs J Viles and Cllr Mrs M Wright
Mrs Robinson – Town Clerk

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. 342/07

APOLOGIES

All members of the Staffing Committee were present at the meeting.

RESOLVED: That this information be noted. 343/07

ELECTION OF CHAIRMAN

It was proposed and duly seconded that Cllr Mrs A Newbury be elected as Chairman for 2007/2008.

RESOLVED : That Cllr Mrs A Newbury be elected Chairman. 344/07

ELECTION OF VICE CHAIRMAN

It was proposed and duly seconded that Cllr Mrs M Wright be elected as Vice Chairman for 2007/2008.

RESOLVED : That Cllr Mrs M Wright be elected Vice Chairman. 345/07

EXCLUSION OF PRESS AND PUBLIC

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. 346/07

TEMPORARY STAFF CONTACT OF EMPLOYMENT

The Clerk circulated to members copies of the draft contract of employment for the Temporary Clerical Assistant and this was approved and recommended for signature by the Chairman of the Council. It was

RESOLVED: That the Staffing Committee approve the above contract of employment and two copies of this are to be signed by the Chairman of the Council and issued to the employee with one copy to be returned duly signed and retained by the Council. 347/07

TEMPORARY CLERICAL ASSISTANT

The Clerk informed members that a letter of resignation had been received from the Temporary Clerical Assistant giving one month's notice to terminate on 27 July 2007 due to re-location. It was

RESOLVED: That the letter of resignation be accepted and a letter of thanks be sent to the employee. 348/07

STAFFING UPDATE

The Clerk circulated a staffing update report to members which highlighted the urgency to consider the current workload situation. Members instructed the Clerk to thank all staff for their commitment in carrying out the heavy pressure of work over the last four months. Members agreed the need for extra staffing and discussed various options provided by the Clerk to address current staffing requirements. The Clerk informed members that a proportion of the budgeted salary due to the earlier leaving date of the current temporary clerical assistant could contribute towards the proposed costs. It was agreed to make a request to the Finance & General Purposes Committee as a matter of urgency to finance a Temporary Clerical Assistant on a six month's fixed term contract basis and extend the acting up payment to the Administrative Assistant.

Members agreed that if this was approved by the Finance and General Purposes Committee the Clerk was instructed to make the necessary recruitment arrangements to advertise the position locally as soon as possible. It was also agreed that meetings during the month of August would be kept to a minimum to allow staff to address workload issues. It was

RESOLVED: That a recommendation be made to the Finance and General Purposes Committee to consider a proposal to employ a temporary member of staff on Clerical Assistant Scale 1 pro rata to 12 hours per week on a fixed term contract basis for a period of six months at an approximate cost of £2,216 including pay award pending and to include all associated costs to the Council. The proposal also includes offering an acting up payment to the Administrative Assistant from Scale 2 to Scale 3 for the same period. Advertisement costs would be in excess of the amount quoted should recruitment not be successful after advertising locally and with the Job Centre.

349/07

RESOLVED: That meetings during the month of August would be kept to a minimum.

350/07

Cllr Mrs A Newbury
Chairman