

FILEY TOWN COUNCIL

STAFFING COMMITTEE 4 DECEMBER 2008

Present : Cllr Mrs A Newbury (in the Chair), Cllr G Johnson, Cllr D Murton,
Cllr R Walker and Cllr Mrs M Wright
Mrs G Robinson, Town Clerk

NOTICE OF 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. 814/08

APOLOGIES

Apologies had been received from Cllr C Hodgson due to attending a prior meeting for the Area Forum. It was

RESOLVED: That Cllr C Hodgson's apologies be accepted. 815/08

DECLARATIONS OF INTEREST

RESOLVED : That it be noted no declarations of interest were received. 816/08

SLCC BRANCH TRAINING DAY

The Clerk informed members she had attended the SLCC Branch Training Day on 15 November 2008 together with Cllr G Johnson and Cllr D Murton. The training day covered topics on the Local Government & Public Involvement in Health Act 2007 including the new Power of Well-Being, and Appointed Councillors. The Statutory Instruments will be expected to have been finalised early next year and more procedural information will be given to local town and parish councils by Yorkshire Local Councils Association. The Clerk stated that the Society of Local Council Clerks will be undertaking a Terms and Conditions Review in 2009/2010 and this will include incorporating a Model Code of Conduct for Employees. Other training topics covered were a Planning Workshop and a fun workshop of how not to run a parish council. The Clerk informed members that she had been re-elected as the Scarborough Representative on the Branch Executive Committee and that travel expenses to attend meetings were now reclaimable through the SLCC Branch. The Clerk thanked the Council for allowing her to attend the SLCC Branch Training Day. It was

RESOLVED : That the above information be noted and the Clerk and Councillors be thanked for attending the training day. 817/08

MODEL CODE OF CONDUCT FOR LOCAL AUTHORITY EMPLOYEES

The full council had tasked the Staffing Committee to answer the consultation questions for the proposed Model Code of Conduct for Local Authority Employees. The Clerk stated that in view of the SLCC reviewing all terms and conditions next year they are advising that a code of conduct for employees would be negotiated with the National Joint Council through the SLCC for incorporation into the Clerk's contract of employment and recommended that all town and parish councils make this comment to the Department of Communities and Local Government. Members and the Clerk were in favour of a code of conduct for local government employees and agreed that the SLCC was the most appropriate body to negotiate this on behalf of all Clerks. It was

RESOLVED: That a recommendation be made to full council that comments be submitted to the Department of Communities and Local Government's consultation document that the Society of Local Council Clerks should negotiate a Model Code of Conduct which would be applicable to all Clerks of Town and Parish Councils.

818/08

STAFFING UPDATE

The Clerk gave members an update on the present staffing situation and informed them that the Administrative Assistant had returned to work for just over two weeks on a 'phased in return to work' agreement (12 hours). The Clerk stated that she had been informed that the Administrative Assistant had been admitted to hospital this week and unfortunately was not able to continue her 'phased in return' at this time and members requested that a get well card be sent to her. The Clerk suggested that the Occupational Health Service may be of assistance in aiding her return to full time working if this was necessary in the future. Members were informed that the Administrative Assistant's full time workload was temporarily being covered by other staff utilising the Staffing Contingency Budget as agreed by full council (Min No 702/08). Their attention was also drawn to the large amount of other outstanding work, including the Quality Status re-accreditation submission, which had to be completed within a tight deadline in the New Year. After discussion it was

RESOLVED: That the above information be noted and a review of staffing arrangements be considered again in early January 2009.

819/08

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 items of business in view of the confidential nature of engagement and terms of service of employees.

820/08

STAFFING BUDGET 2009/2010

The Clerk had previously circulated a breakdown of staffing costs to be included in the 2009/2010 budget to Members for approval. The Clerk informed Members that an estimate of 3% for the National Salary Award for 2009/2010 had been used for calculation purposes although it was noted that only an interim pay award had been agreed for 2008/2009 and there may be a further payment for 2008/2009 which could be agreed in this financial year or in 2009/2010. The calculation incorporated salary increments, employer pension and employer national insurance contributions in the proposed costs. Members checked the salary grades and spinal column points within the calculation. Members discussed the current training budget of £500 and agreed it was sufficient for the forthcoming year and agreed that the Staffing Contingency of £3,000 remain the same as last year. Members considered the Temporary Clerical Assistant's position which was fundamental to the staffing team and agreed that this position be extended on a fixed term contract (12 hours) for a further year with an increase to SCP 6. It was

RESOLVED: That a recommendation be made to full council that the Temporary Clerical Assistant's position be extended for a period of one year as from 1 April 2009 on a Temporary Fixed Term Contract basis on SCP 6 (pro rata to 12 hours).

821/08

RESOLVED: That the Staffing Budget proposal of £81,741.89 for 2009/2010 be accepted as above which includes an estimated 3% pay award for 2009/2010 and a recommendation to the Finance & General Purposes Committee be made for inclusion in the 2009/2010 budget.

822/08

RESOLVED : That a recommendation to the Finance & General Purposes Committee that a Staffing Contingency Fund of £3,000 be included in the 2009/2010 budget.

823/08

RESOLVED: That a recommendation be made to the Finance & General Purposes Committee that the training budget for 2009/2010 remains the same amount as the current year i.e. £500.00.

824/08

Cllr Mrs A Newbury
Chairman