

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 6 NOVEMBER 2008

Present : Cllr Mrs A Newbury (in the Chair), Cllr C Hodgson, 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.** 740/08

#### APOLOGIES

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

**RESOLVED: That this information be noted** 741/08

#### DECLARATIONS OF INTEREST

**RESOLVED : That it be noted no declarations of interest were received.** 742/08

#### 2008/2009 NATIONAL INTERIM SALARY AWARD FOR LOCAL COUNCILS

Members had previously been circulated with a copy of information issued from the Yorkshire Local Councils Association regarding the Employers' Side of the National Joint Council (NJC) final pay offer for 2008/2009 for 2.45% (plus an additional £100 per annum on spinal column points 4, 5 & 6). The Clerk also circulated the revised pay scales to members at the meeting. The Clerk stated that the Council had budgeted 3% for the pay award and it was to be noted that this is an interim pay award settlement which had been referred to arbitration. It was

**RESOLVED : That the Interim National Salary Award for 2008/2009 be accepted and implemented from the November salary payment and back-dated to 1 April 2008.**

743/08

#### EXCLUSION OF PRESS AND PUBLIC

*Cllr G Johnson raised an objection as to why the press and public should be excluded from the meeting and the Chairman and Clerk informed him that this was a legal requirement when discussing the terms and conditions of employees.*

**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.** 744/08

#### ACHIEVEMENT OF CILCA QUALIFICATION

Members of the Staffing Committee congratulated the Town Clerk on achieving the Certificate of Local Council Administration qualification with distinctions in all 25 criterion. Members considered a request to an increase of one salary point for the Clerk from with effect from 23 September 2008 as laid down by the NJC Conditions of Service for Local Council Clerks for relevant qualifications. It was

**RESOLVED: That an increase of one salary point be awarded to the Clerk in recognition of achieving the Certificate in Local Council Administration with effect from 23 September 2008.**

745/08

#### STAFF UPDATE

##### Administrative Assistant

The Clerk informed Members of the Administrative Assistant's recovery progress to date and it was agreed that the Clerk and the Chairman of the Staffing Committee visit the employee as soon as possible and deliver a letter expressing the very best wishes of all members of the council for her recovery. It was

**RESOLVED: That the above information be noted and a visit to the employee be arranged as soon as possible.** 746/08

**STAFF UPDATE continued**

Cemetery Management Course

The Clerk thanked the Town Council for allowing her to attend the Cemetery Management Course which she had found to be a very informative and intensive day. The Clerk would work with the Property Committee to outline recommendations from the training day.

First Aid

The Clerk stated that her First Aid qualification had expired and she was presently sourcing First Aid Courses for herself and other members of staff if they wished to attend. Members also expressed interest in attending a First Aid course if this could be held locally.

SLCC Branch Training Day

The Clerk informed members that she would be attending the Society of Local Council Clerks Training Day at Tadcaster on 15 November 2008 at a cost of £17.00 plus expenses which was also open to Councillors to attend if they wished at a cost of £22.00 as a non member. Some Members were interested in attending and were to inform the Clerk as soon as possible due to the short timescale in order that places could be booked. It was

**RESOLVED: That the above information be noted and places booked for the Clerk and members as necessary with all costs being met by the Town Council.**

747/08

Office Workload

The Clerk outlined the current heavy workload which staff were presently bearing due to the absence of the full time Administrative Assistant. The Clerk stated that members of staff were working additional hours which had already been agreed to cover the workload which was being undertaken in order of priority, although there was a large amount of high priority work which was still outstanding. Members were concerned that adequate staffing arrangements be maintained and if necessary were willing to help out in the office to avoid staff working on their own. After discussion it was

**RESOLVED: That the Clerk be allowed flexibility to manage the office opening times as the workload demands and a review of the staffing requirements be undertaken at the next meeting in early December 2008.**

748/08

Cllr Mrs A Newbury  
Chairman