

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE HELD ON 20 JANUARY 2010 AT 10.00AM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton, Cllr Julie Viles, Cllr R Walker,  
Cllr Marion Wright  
Mrs G Robinson, Town Clerk.

The Chairman welcomed everyone to the meeting and thanked them for attending.

#### 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.** 046/010

#### APOLOGIES

Cllr C Hodgson had sent apologies to the meeting due to work commitments. It was:  
**RESOLVED: That Cllr C Hodgson's apologies be accepted.** 047/010

#### DECLARATIONS OF INTEREST

The Chairman informed Members of the need to consider whether they should declare an interest in any items on the agenda and reminded Members that they could make a declaration of interest at any point in the meeting.

**RESOLVED: That it be noted no declarations of interest were received.** 048/010

#### MEMBERS TRAINING NEEDS ANALYSIS 2010

The Clerk circulated a copy of a training needs analysis after Members had been requested to submit their individual training requirements. The Clerk informed Members that as part of the Council's Training Statement of Intent 2009-2013 document which was submitted for Quality Status re-accreditation, the Council had agreed to identify training needs, plan and resource suitable training, deliver the training and evaluate training. Members considered the levels of training priorities and acknowledged that the highest priority which had been identified was training on the Power of Well Being which had already been undertaken and achieved by 9 members attending a training course on 3 August 2009 and 3 members attending a training course on 2 September 2009. The second highest priority was training for Planning which members agreed was ongoing with training being provided by Scarborough Borough Council. Third priorities for training were identified as being:

- Councillor Skills for more experienced Councillors (YLCA Training Course)
- Local Council Finance
- First Aid
- Chairmanship

Members considered the above training needs and stated that there was a high expectation that all new Councillors would undertake the YLCA New Councillor Skills Training Course and then go on to undertake the Councillor Skills course. Members stated that prior to the elections in May 2011 an informal evening could be arranged at which all Councillors and staff would be expected to attend to highlight the role and responsibilities of becoming a Councillor to persons considering putting their name forward to become a Town Councillor. Members felt that it was important that all new Councillors should be given an induction shortly after commencing as a Town Councillor and retiring Councillors should be requested to attend this induction session. The commitment to undertake training by Councillors should be incorporated in to the Councillors Handbook when produced. It was

**RESOLVED: That the training priorities identified in the training needs analysis be considered as priorities for future training for Councillors.** 049/010

**RESOLVED: That an informal evening be arranged prior to the May 2011 elections to promote and encourage the role and responsibilities of becoming a Town Councillor.** 050/010

**MEMBERS TRAINING NEEDS ANALYSIS 2010 continued**

**RESOLVED:** That a copy of the Members Training Needs Analysis Summary is forwarded to the Yorkshire Local Councils Association to highlight the training needs required by Members of the Town Council.

051/010

**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.

052/010

**STAFFING BUDGET 2010/2011**

The Clerk circulated a breakdown of staffing costs to be included in the 2010/2011 budget to Members for approval. The Clerk informed Members that an estimate of 2% had been included for calculation purposes of the National Pay Award, and employer pension costs and employer national insurance contributions had been included in the staffing budget estimate. Members checked the salary grades and spinal column points within the calculation. Members agreed to make a decision regarding the Temporary Clerical Assistants position before the end of March 2010. The Clerk made Members aware that the current Training budget of £500.00 (2009/2010) had not been utilised and that the current Staffing Contingency budget of £3,000 (2009/2010) was not expected to be utilised mainly due to flexibility in the pay award being less than estimated – 1% awarded against an estimation of 3%. Additional hours payments due to staff sickness would be incorporated within the current overall estimated staffing budget and it was not expected that the current Staff Contingency Budget would need to be utilised. The Clerk requested that Members consider that the staff training budget be placed in a Staff Training Reserve and utilised in 2010/2011 which would not incur an additional £500 on the Council's budget for 2010/2011 and also that the Staffing Contingency Budget be placed in a Staffing Contingency Reserve which would not incur requesting an additional £3K on the Council's budget for 2010/2011 and by adopting this approach would result in an overall efficiency saving of £3.5K on the Town Council's budget. The Clerk made Members aware that the new Vetting and Barring Scheme was scheduled to be implemented in July 2010 whereby all members of staff and Members of the Council who regularly work with vulnerable groups will be expected to register with the Independent Safeguarding Authority (ISA) at a cost of £64 each. Members discussed this in detail and considered that if this legislation is introduced the cost of implementing the scheme would have to be borne from the Council's Contingency Fund. It was

**RESOLVED :** That the Staffing Budget proposal of £82,623 for 2010/2011 be accepted as outlined above to include an estimated 2% pay award for 2010/2011 and a recommendation to the Finance & General Purposes Committee be made for inclusion in the 2010/2011 budget.

053/010

**RESOLVED:** That a recommendation be made to the Finance & General Purposes Committee that the current Staff Training Budget of £500 (2009/2010) be placed in a Staff Training Reserve to be utilised in 2010/2011 and no request be made to the Finance & General Purposes Committee for a Staff Training Budget in 2010/2011.

054/010

**RESOLVED:** That a recommendation be made to the Finance & General Purposes Committee that the current Staffing Contingency Budget of £3,000 (2009/2010) be placed in a Staffing Contingency Reserve and no request be made to the Finance & General Purposes Committee for a Staffing Contingency Budget in 2010/2011.

055/010

Staffing Committee Minutes held on 20 January 2010 continued

**STAFFING UPDATE**

The Clerk made Members aware of the pressures on staff workloads which included all staff appraisals still being outstanding. Members of the Staffing Committee expressed grateful thanks to all staff for their commitment to undertaking additional duties at the present time. It was

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

**056/010**

*The meeting closed at 11.00am*

**Cllr Mrs A Newbury**  
Chairman  
Staffing Committee