

**FILEY TOWN COUNCIL**  
**STAFFING COMMITTEE MEETING**  
**HELD ON 22 MARCH 2010 AT 10.10AM**

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 Clerk informed Members that she had been contacted on the morning of Friday 19 March 2010 by Cllr C Hodgson who had made comment that he had not been given 3 clear days notice of the Staffing Committee meeting and wished it to be recorded at the meeting. The Clerk informed Members that she had not posted Cllr Hodgson's agenda to his home on Wednesday 17 March 2010, as he was due to attend a Finance Meeting that evening thus trying to save postage for the Town Council, however Cllr Hodgson did not attend the Finance Meeting and sent his apologies to the Chairman of the Finance Committee and not to the Council Offices. On the afternoon of Friday 19 March 2010 the Clerk was contacted by the Deputy Chief Officer of the Yorkshire Local Councils Association who stated that Cllr C Hodgson had contacted her to clarify the three clear days notice and the legality of the forthcoming Staffing Committee meeting. The Deputy Chief Officer confirmed that the required legal notice had been complied with and the three clear days notice had been correctly applied by the Clerk. The Clerk requested assurance that the meeting was still legal due to the fact that Cllr C Hodgson had not personally received his agenda until Thursday 18 March 2010 which was hand delivered to him at a Safety Committee meeting. Cllr C Hodgson had not disclosed to the Deputy Chief Officer the explanation given to him by the Clerk as to the reason why his agenda had not been sent out in the post. The Deputy Chief Officer informed the Clerk that the meeting was legal and quoted the relevant statute as detailed below:*

<p><b><u>Local Government Act 1972, Schedule 12, Part 11, 10 (3)</u></b> <b>Want of service of any such summons as is referred to in sub-paragraph (2) (b) above on any member of the parish council concerned shall not affect the validity of the meeting.</b></p>
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Prior to the meeting commencing Members considered the above information given by the Clerk and it was suggested that a Memorandum be sent to all Councillors to remind them to send their apologies to the Office and not to other Members of the Town Council in order that agendas can be appropriately delivered to comply with the three clear day notice requirement.

**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. 240/010**

**APOLOGIES**

Cllr C Hodgson had sent apologies to the meeting due to a work commitment.

It was:

**RESOLVED: That Cllr C Hodgson's apologies be accepted. 241/010**

**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. 242/010**

**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. 243/010**

*Continued overleaf*

**CONTRACTS OF EMPLOYMENT**

Extension of Contract of Employment past retirement age

The Clerk circulated a letter of request from an employee requesting that a further year's extension to her contract of employment past retirement age be granted until 6 August 2011. It was agreed to extend the employee's contract of employment for a period of one year until 6 August 2011 and she be asked to make further requests to the Staffing Committee on an annual basis to work beyond this revised retirement date. After discussion it was

**RESOLVED: That the employee's contract of employment be extended for a period of one year past her retirement date from 7 August 2010 until 6 August 2011 and the Clerk was requested to issue a letter to the employee together with an addendum to the employee's contract of employment signed by the Chairman of the Council.** 244/010

Temporary Fixed Term Contract

Members considered the position of Temporary Clerical Assistant and whether to grant an extension of the Temporary Fixed Term Contract which was due to come to an end on 5 April 2010. Members agreed that under the present circumstances the current workload justified this position being extended for a further six months on a Temporary Fixed Term Contract basis after which time this post would be reviewed again by the Staffing Committee. It was

**RESOLVED: That the employee's contract of employment be extended on a Temporary Fixed Term Contract basis for a period of six months from 6 April 2010 and the Clerk be requested to draw up the Temporary Fixed Term Contract of Employment for approval by the Members of the Staffing Committee as soon as possible.** 245/010

**STAFFING UPDATE**

Staff Appraisals

The Clerk informed Members that all Staff Appraisals and Personal Development Training Plans were scheduled to be undertaken week commencing 26 April 2010. It was

**RESOLVED: That the above information be noted.** 246/010

Staff Workloads

The Clerk stated that she wished to thank all members of staff who were presently undertaking additional workloads, some extra hours were being worked by members of staff but this was being kept to a minimum. Members of the Staffing Committee wished to place on record their thanks to all members of staff for undertaking additional workloads at the present time. It was

**RESOLVED: That thanks be conveyed to all members of the admin team.** 247/010

Room Hire and Service Charges

The Clerk informed Members that Cllr S Cross had raised issues regarding inconsistencies for room hire, service charges and clerking arrangements to local groups affiliated to the Town Council at the Finance & General Purposes Committee Meeting held on 17 March 2010 and it had been agreed that the Clerk investigates the historical anomalies reporting back to the Strategic Planning and Staffing Committees in due course in order that fairness and consistency could be applied. It was

**RESOLVED: That this information be noted.** 248/010

Staffing Matter

The Clerk informed Members of the date of the hearing for the staffing matter. It was

**RESOLVED: That this information be noted.** 249/010

*The meeting finished at 10.45am*

**Cllr Aileen Newbury**  
Chairman  
Staffing Committee