

FILEY TOWN COUNCIL

STAFFING COMMITTEE MEETING HELD ON 25 NOVEMBER 2010 AT 10.15AM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton, Cllr R Walker
Mrs G Robinson, Town Clerk
Also present: Cllr J Shackleton

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. 910/010

APOLOGIES

Cllr Julie Viles had sent apologies to the meeting due to a personal commitment, and no apologies were received from Cllr C Hodgson. The Clerk advised that the meeting was quorate with three Members of the Committee being present and it was noted there was currently one vacant position on the Staffing Committee. It was:

RESOLVED: That Cllr Julie Viles's apologies be accepted. 911/010

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. 912/010

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. 913/010

REVIEW OF STAFF STRUCTURE

Members considered the present staff structure and the role which administration plays to support the Council to undertake its functions and the services which it provides to its community. Members of the Staffing Committee then re-visited all the recommendations made by the full council at a Special Full Council meeting held on 15 November 2010 and considered the groups and organisations which would no longer be clerked by Council staff from May 2011 in order to evaluate staffing requirements as part of the review. A detailed review of all individual job descriptions was carried out and the Clerk was requested to incorporate Members' requirements into a revised Staffing Structure and Staffing Budget projection for 2011/2012 for Members to further consider at the next Staffing Committee meeting on 13 January 2011. It was

RESOLVED: That the above information be noted. 914/010

STAFFING UPDATE

The Clerk updated Members on the current workload being undertaken by existing staff and Members expressed their thanks to the Town Clerk and the Deputy Town Clerk for maintaining deadlines and priorities. Members were informed by the Clerk that a bank holiday had been highlighted on 29 April 2011 due to the Royal Wedding and requested that the designated statutory days normally taken on the Tuesday's following Easter Monday and Spring Bank Holiday Monday be taken as floating days and be identified on annual leave record cards with effect from 1 April 2011. The Clerk stated that this would offer an improved service to the public by not closing the office on two days of the year, although the office would continue to close over the Christmas and New Year period with staff having the choice to make use of either their annual leave and/or the statutory floating days either side of the designated Christmas and New Year Bank Holidays. It was

RESOLVED: That the above request regarding statutory days be agreed and implemented with effect from 1 April 2011. 915/010

Staffing Committee Meeting 25 November 2010 continued

STAFFING UPDATE continued

Members discussed the use of volunteers in the office and it was agreed that the Clerk should manage this course of action if necessary. It was

RESOLVED: That this information be noted.

916/010

The meeting closed at 12.25pm

Cllr Aileen Newbury
Chairman
Staffing Committee