

FILEY TOWN COUNCIL
STAFFING COMMITTEE MEETING
HELD ON 17 FEBRUARY 2011 AT 10.00AM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton, Cllr J Shackleton, Cllr J Thurston,
Cllr Julie Viles, Cllr R Walker
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. 165/011

APOLOGIES

All members of the Staffing Committee were present at the meeting. It was:

RESOLVED: That the above information be noted. 166/011

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. 167/011

DRAFT ADDITIONAL EMPLOYMENT POLICY

Members had previously been circulated with a copy of a draft Additional Employment Policy for consideration. Members discussed the draft document in detail and made one amendment to the draft policy. Members were in agreement that the draft policy should be adopted after consultation with all members of staff had taken place. It was

RESOLVED: That the Clerk arrange consultation with members of staff regarding the draft Additional Employment Policy prior to the Policy being adopted by the Council.

168/011

RECRUITMENT SCHEDULE

Members were circulated with a copy of a proposed recruitment schedule for the job vacancy of Administrative Clerk/Receptionist and finalised details for the placement of the job advert in the local press with a closing date of 14 March 2011; candidate short listing; interview panel and interview date. The Clerk was requested to place the advert and update the recruitment schedule for the next meeting on 17 March 2011. It was

RESOLVED: That the above information be noted and the Clerk place the job advert as requested. 169/011

STAFF UPDATE

Annual Leave

The Clerk updated members on the pressures placed upon the current workload and members of the Staffing Committee expressed grateful thanks to the Clerk and her Deputy Clerk for meeting the Council's required deadlines. The Clerk informed members that due to the current staffing situation it was unlikely that the balance of outstanding annual leave could be taken in the current year for both members of staff and requested that on this one occasion outstanding annual leave be carried forward into the next annual leave year with effect from 1 April 2011. It was

RESOLVED: That the above request to carry over the balance of outstanding annual leave into the next annual leave year with effect from 1 April 2011 be granted for the Town Clerk and the Deputy Town Clerk on this one occasion. 170/011

Continued overleaf

Staffing Committee Meeting held on 17 February 2011 continued

STAFF UPDATE continued

Office closure

The Clerk requested to close the office on the afternoon of the meeting, 17 February 2011 for herself and her Deputy to attend Scarborough Borough Council's Planning Committee Meeting to hear the decision made with regard to the proposed Muston Road 300 housing development, this would also be regarded as a training opportunity. Members noted that although permission was given to close the office during afternoons if necessary, a full service to the public had been maintained and the office had remained open each afternoon. It was

RESOLVED: That the above request be granted.

171/011

Freedom of Information

The Clerk updated members on the amount of time involved with responding to a Freedom of Information request. It was

RESOLVED: That the above information be noted.

172/011

The meeting closed at 11.05am

Cllr Aileen Newbury
Chairman
Staffing Committee