

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES COMMITTEE HELD ON WEDNESDAY 2 SEPTEMBER 2009 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.

PRESENT **Councillors:** B Archibald J Burdett, M Clemmitt, K Hawkins, A Willoughby.

Late Arrivals: none

Early departures: none

OS 09/55 **ITEM 1 – APOLOGIES**

Apologies were received from Councillor J Hawkins.

OS 09/56 **ITEM 2 - DECLARATIONS OF INTEREST**

None

OS 09/57 **ITEM 3 - MINUTES OF PREVIOUS MEETING**

RESOLVED: That the Minutes of the Office Services Committee meeting held 20 September 2009 be approved as a correct record. ***Unanimous***

OS 09/58 **ITEM 4 – PUBLIC SPEAKING SESSION**

None

OS 09/59 **ITEM 5 – BUSINESS REMAINING FROM PREVIOUS MEETINGS**

- a) Employment Matters – **Legal Topic Note** (LTN 22 April 2009) email from YLCA dated 12 May 2009, giving changes in the Employment Law relating to the Employment Act 2008.
HR expert looking over these documents - Chair to report.

The HR expert has been given a copy of KTC's disciplinary and grievance procedures and will report back to KTC when he has finished looking over the documents.

OS 09/60 **ITEM 6 – URGENT DECISIONS PROCEDURE**

None

OS 09/61 **ITEM 7 – STAFFING AND EMPLOYMENT ISSUES**

- a) Staff Appraisals – Clerk to report.

The Clerk reported that due to a busy month in the office mainly due to recruitment the issues relating to staff appraisals were no further on.

RESOLVED: To receive and note.

- b) Recruitment – position of Office Assistant – Clerk to report.

The Clerk informed members that the new Office Assistant had started work on the 1 September. Members asked the Clerk to consider whether to give some responsibility or particular projects to the Office Assistant. Members raised concerns on the wording of the job application form and wish to review it at the next Office Services meeting.

RESOLVED: That a review of the application form is on the next Office Services agenda.

Unanimous

- c) To Consider Updating the Conditions of Appointment of the Town Crier – see unpublished minutes.

(The Conditions of Appointment of the Town Crier are currently being considered by the Chamber of Trade)

RESOLVED: That in view of the confidential nature of the business to be transacted, the following items pertaining to Staff Appraisals be dealt with in Private Session, and subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

Unanimous

OS 09/62 SEE UNPUBLISHED MINUTE

Return to Public Session

RECOMMEND: i) That an advert for the position of Town Crier is published around the town and also on local radio stations.
ii) That the Clerk has delegated authority to pay for advertising for the position of Town Crier if necessary.

Unanimous

OS 09/63 ITEM 8 –STANDING ORDRS, POLICY AND PROCEDURAL ISSUES

- a) To consider changes to Standing Order 6 – *Report from Chair*

The Chair had produced a report on the changes to Standing Orders 6, Councillors queried 6.4b and it was decided to leave the wording as it stands.

RECOMMENDED: i) That The amendments to Standing Order 6 are approved (omitting 6.4b) (ca)
ii) That the Clerk obtains advice from the YLCA regarding the wording to 6.4b and ascertains whether it is correct to have a Vice Chair who is a member of a committee or working group, but does not have voting powers, chair the meeting.

Unanimous

OS 09/64 ITEM 9 –ASSETS AND RISK ASSESSMENT

- a) Verbal update from Chair.

Councillor A Willoughby had been approached over the condition of the pictures at the entrance of Knaresborough House. A query was raised as to whether they belonged to HBC or to KTC and were in fact classed as an asset. The Chair to look into this.

RESOLVED: To consider this item at a future meeting.

OS 09/65 ITEM 10 - CORRESPONDENCE

None

OS 09/66 ITEM 11 - REPORTS FROM THE CLERK

a) Finance Report – *the Clerk handed out information comparing payments in August for the years of 2008-9 and 2009-10. The Clerk informed Councillors that she was happy to provide detailed information quarterly and at the meetings in-between she would provide a financial summary.*

RESOLVED: That the Finance Report be received and noted.

b) Staff lieu hours - The Clerk reported the lieu hours as Clerk 8.5 hours Deputy Clerk 8.75 hours and Office Assistant nil.

The Clerk informed the committee that the office was still very busy, and the lieu hours increasing. This could be down to the recent recruitment, but the amount of work coming through the office was not levelling off. The Chair commented that he was not worried about the hours at present.

RESOLVED: That the lieu hours be received and noted

c) KTC Newsletter – The Clerk informed the committee that she had started planning the next edition of the newsletter.

The Clerk asked Councillors if they wanted to contribute to the newsletter to please email ideas as the office were looking to send the newsletters in September.

RESOLVED: To receive and note.

d) Update on Quality Parish Status progress

The Clerk informed Councillors that the office had received a new prospectus from the YLCA for the CILCA course that she would email out to members. Councillors queried what was outstanding on the list of criteria for obtaining Quality Parish Status and whether it was still worth aiming for this.

RESOLVED: i) *That the Clerk bring a list of criteria to the next Office Services meeting.*
ii) *That the Clerk produces a report of facts for Quality Parish Status.*

OS 09/67 ITEM 12 - MOTIONS SUBMITTED BY MEMBERS

None

Meeting ended at 8.30pm