

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES  
COMMITTEE HELD ON MONDAY 20 JULY 2009 AT KNARESBOROUGH HOUSE,  
KNARESBOROUGH.**

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

**Late Arrivals:** none

**Early departures:** none

**OS 09/42**     **ITEM 1 – APOLOGIES**

None

**OS 09/43**     **ITEM 2 - DECLARATIONS OF INTEREST**

Councillor K Hawkins     Member of HBC – will consider any same item at Harrogate Borough Council in the light of any new information

Councillor J Burdett     Member of HBC – will consider any same item at Harrogate Borough Council in the light of any new information

**OS 09/44**     **ITEM 3 - MINUTES OF PREVIOUS MEETING**

*The Chair felt that the word ‘afternote’ should **not** be included in minutes, as it was not a true record of the meeting. The Clerk pointed out that she had obtained advice from the SLCC and Ripon City Council, and had therefore added the information preceded by the word ‘afternote’.*

**RECOMMENDED:** i That the word ‘afternote’ is not included in Council minutes.

**RESOLVED:**     ii That the Minutes of the Office Services Committee meeting held 8 June 2009 be approved as a correct record. **Unanimous**

**OS 09/45**     **ITEM 4 – PUBLIC SPEAKING SESSION**

None

**OS 09/46**     **ITEM 5 – BUSINESS REMAINING FROM PREVIOUS MEETINGS**

a) Whistle Blowing Policy – consideration of adopting a Whistle Blowing Policy.

**RECOMMENDED:** To adopt a Whistleblowing Policy as per Frodsham Town Council’s (see attached) with the amendments as per KH report.

b) 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.*

*Councillor K Hawkins will report back to the committee when the HR expert has finished looking over the documents.*

**OS 09/47      ITEM 6 –URGENT DECISIONS PROCEDURE**

None

**OS 09/48      ITEM 7 – STAFFING AND EMPLOYMENT ISSUES**

- a) Recruitment – position of Office Assistant.

*The Clerk informed the committee that she had under the urgent decisions procedure started the recruitment process. Application forms had been sent out and the deadline is the 31 July 2009. Interview date is the 14 August 2009. Councillors M Clemmitt, J Burdett, and A Willoughby are available on the day. The Clerk to book a room for the committee, for the purpose of short-listing on 4 August.*

**RESOLVED:** That Councillors Clemmitt, Burdett and A Willoughby are appointed as the interview panel for the position of Office Assistant.

- b) Staff Appraisals – *see unpublished minutes confidential.*

**OS 09/49      ITEM 8 –STANDING ORDRS, POLICY AND PROCEDURAL ISSUES**

- a) To consider a policy for external groups/committees to use council equipment in the office, including charges for use of the photocopier. (Clerk to report)

**RESOLVED:** i) To adopt a policy purely for community groups or individuals to use the photocopier or laminator for non political material. This is at the discretion of the Clerk, and as long as it does not interfere with the efficient running of the office.  
 ii) Prices - photocopies 5p black and white, 10p coloured, and 15p for laminates.  
 iii) To be reviewed in six months time.

- b) To Consider the Conditions of Appointment of the Town Crier. (*minute number CSC 09/64*)  
 Conditions of Appointment

**RESOLVED:** i) That the Clerk write to the Town Crier accepting her resignation and asking for the return of the regalia.  
 ii) The Clerk to set up a short meeting between the Chamber of Trade and the Town Council to discuss recruiting and conditions of appointment.  
 iii) That the Mayor would open FEVA Town Criers competition.

**OS 09/50      ITEM 9 –ASSETS AND RISK ASSESSMENT**

- a) Verbal update from Chair.

**RESOLVED:** To defer this item.

**OS 09/51      ITEM 10 - CORRESPONDENCE**

None

**OS 09/52      ITEM 11 - REPORTS FROM THE CLERK**

- a) Finance Report – the Clerk pointed out that the information received was for the first quarter of 2009.

**RESOLVED:** That the Finance Report be received and noted.

b) Staff lieu hours - The Clerk reported the lieu hours as Clerk 7 hours Deputy Clerk 6 hours and Office Assistant 30 minutes.

The Clerk also let the committee know that the office was extremely busy at the moment mainly due to the Office Assistant leaving, and asked for Councillors to bear this in mind when contacting the office. It would help if Councillors could email information in to the office, but if Councillors do visit the office, please let staff know an approximate time, so staff can plan their work around the visit, and prepare necessary paperwork in advance.

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

d) Update on Quality Parish Status progress – as there was nothing further to report on this item; it was deferred.

**OS 09/53      ITEM 12 - MOTIONS SUBMITTED BY MEMBERS**

**None**

**OS 09/54      ITEM 7b - STAFF APPRAISALS**

**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.

**OS 09/48b      SEE UNPUBLISHED MINUTE**

Return to Public Session

Meeting ended at 9.35pm