



ILKLEY PARISH COUNCIL

MINUTES OF THE MANAGEMENT AND STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON WEDNESDAY 24TH SEPTEMBER 2014

Those present:

Chairman: Councillor S Butler

Councillors: Councillor HEO Bowen, Councillor J Souter, Councillor MP Gibbons and
Councillor AD Walbank

Officer: Clare Smith (Clerk)

1415/25 ITEM 1 - Chairman's Remarks

The Chairman welcomed those present and thanked them for attending the meeting.

1415/26 ITEM 2 - Apologies for Absence

Apologies were received from Councillor L Robinson. Councillor MP Gibbons also apologised as he would need to leave the meeting early to attend another engagement.

1415/27 ITEM 3 - Disclosure of Interest

3.1 The Clerk declared a pecuniary interest in Item 9 as it concerned her tenure.

1415/28 ITEM 4 - Dispensations

There were no dispensation requests from Members received by the Clerk in respect of this meeting.

1415/29 ITEM 5 - Public Participation

Proposed by Councillor HEO Bowen
Seconded by Councillor MP Gibbons

RESOLVED to exclude members of the public and press during the consideration of business of a confidential nature pertaining to staffing (Public Bodies Admissions to Meeting Act 1960 S1(2)).

(Unanimous)

1415/30 ITEM 6 - Minutes of the Previous Meeting

Proposed by Councillor MP Gibbons
Seconded by Councillor S Butler

RESOLVED that the Minutes of the Management and Staffing Committee meeting held on Monday 21st July 2014 be approved and signed by the Chairman as a correct record.

(Unanimous)

1415/31 ITEM 7 – Staff Vacancy

In accordance with Standing Order 7(a) the Clerk received written notice from Councillor HEO Bowen and Councillor S Butler which allowed the Committee to revisit and review this matter.

The Clerk circulated a report which recommended that a Deputy Clerk be appointed in to the vacant staff position rather than an Office Assistant. The Clerk provided several reasons to justify this recommendation (such as deputising in the Clerk's absence including sickness/holiday cover, workload and the overlap of job descriptions) and asked the Committee to reconsider their previous decision.

Proposed by MP Gibbons
Seconded by S Butler

RESOLVED that the Parish Council recruit a Deputy Clerk in to the vacant staffing position and that the position be for 16 hours per week at salary scale 21-24.

(Unanimous)

1415/32 ITEM 8 – Recruitment Process

The Clerk circulated a proposed recruitment schedule as a guide for Members.

Proposed by Councillor HEO Bowen
Seconded by Councillor J Souter

RESOLVED:

- i. That the vacancy is to be advertised from 25th September – 8th October 2014 and advertisements be placed with the Yorkshire Local Councils Association, on the Parish Council website and in the Parish Council's notice board. The current job description and person specification are to be used (with Darwin Gardens deleted).
- ii. Short listing will be carried out by the Recruitment & Selection Sub-Committee (Councillors Bowen, Butler and Souter) on 11th and 12th October 2014.
- iii. Interviews are to take place in the Council Chamber on 22nd October 2014 with interview questions being finalised by the Sub-Committee on 11th/12th October 2014. Interviews will be conducted by the Sub-Committee.

(Unanimous)

*Councillor MP Gibbons left the meeting at this juncture (8:25pm)
Having declared a pecuniary interest in the following item, the Clerk left the Chamber at this point.*

1415/33 ITEM 9 – To confirm the Clerk in post following completion of contractual probationary period.

Proposed by Councillor AD Walbank
Seconded by Councillor J Souter

RESOLVED that the Clerk be confirmed in post following the successful completion of her probationary period.

(Unanimous)

1415/34 ITEM 10 - Notification of Business for Future Agenda

The Clerk should be given seven clear days' notice of items for the agenda for the next Committee meeting. The next meeting Management & Staffing Committee will be held on **Monday 3rd November 2014 at 7:00pm.**

Meeting closed at 8:45pm