

MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 30TH MARCH 2016 AT 7.30PM IN THE COUNCIL CHAMBER, SIMPSON CENTRE, STOTFOLD

Committee Members present: A Cooper (Chairman)

Mrs S Bundock	Mrs A Clarey
B Collier	Mrs M Cooper
S Hayes	Mrs J Hyde
B Saunders	

Also present: the Town Clerk

9/16 APOLOGIES FOR ABSENCE

There were none as all Committee Members were present.

10/16 DISCLOSURE OF MEMBERS INTERESTS ON ITEMS CONTAINED IN THE AGENDA

There were none. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

11/16 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

There were none.

12/16 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION

Nothing to report.

13/16 EXCLUSION OF PRESS & PUBLIC

The Chairman proposed under Section 60 of the Local Government Act 1972 that:

The press and public are temporarily excluded whilst confidential matters are pertaining to staff issues are discussed and that they be instructed to withdraw from the meeting.

Passed by Members

14/16 OFFICE JOB REVIEW

Following the resignation of the Assistant Clerk and morning Administration Assistant, and lack of success in finding an Assistant Clerk following recent advertising, Members were asked to consider a job review proposal for office staff, creating a part time Finance Assistant role, a full time Assistant Clerk role and a reduced hours part time Administration Assistant (morning) role.

RECOMMENDED that the job review proposal, creating a part time Finance Assistant, full time Assistant Clerk and reduced hours part time Administration Assistant (morning), as per salaries and responsibilities detailed in the confidential report previously circulated to Members, is approved, and that the roles are advertised as a matter of urgency.

Members of the press and public were permitted to re-enter at the conclusion of this item.

15/16 EXECUTIVE ACTION – TEMPORARY CONTRACT COVER

Members were asked to approve the executive action taken by the Clerk in consultation with the Chairman to:

- 1) Instruct RBS (our financial software provider) to undertake completion of the March, April, May and June finances at £1,205 plus vat.

- 2) Take on a temporary part time Administration Assistant, starting 25th April until end of May at £960 using Interaction Recruitment.

For note, as previously agreed by this Committee, the afternoon Administration Assistant has agreed to work additional hours as required to assist in increased work levels as a result of the loss of staff members.

RESOLVED that the executive action taken by the Clerk in consultation with the Chairman to instruct RBS to complete our monthly accounts until June at £1,205 plus vat, and to take on a temporary part time Administration Assistant from 25th April to end May at £960 is approved.

Members discussed whether sufficient time had been booked with RBS and the temporary member of administration staff, particularly as the office will be relocating in July, and it was:

RESOLVED that the Clerk is given executive power to continue with the agreement with RBS to complete the Council's monthly accounts and to retain a temporary Administration Assistant until such time that the new roles are filled and the Council has relocated its office facilities, should it be felt necessary. The Clerk is to keep the Committee apprised of any extensions to both appointments and costs incurred.

16/16 BUDGET & RESERVES REVIEW

Members considered the Budget & Reserves Review report as at month 11 and it was:

RESOLVED that any remaining funds in this Committee's budget at the end of the financial year is vired to the re-named Earmarked Reserves – Relocation Fund to assist with relocation costs to the Greenacre Centre.

17/16 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

Nothing to report.

There being no further business the meeting was closed at 8.07pm

CHAIRMAN

DATED