

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held at 7.00 on Monday 24 May 2010. Councillors Blessett, Pelling, (Chairman), Stevens and Shinkins attended with the Acting Clerk Mr S Ashby.

- 46.10 To receive apologies for absence.**
Apologies received from Cllr Dilks
- 47.10 To receive declarations of interest, if any.**
There were none
- 48.10 To adopt the Minutes of the previous meeting held on 15th April 2010 (enclosed)**
These were approved and signed by the Chairman
- 49.10 To consider the Clerk and Admin assistant role – Private and Confidential – Staff Matters**
A discussion took place and the way forward was agreed. An Assistant to the Clerk post is to be recommended for 9 hours per week with the Clerks hours to be reviewed to be 25 hours in due course. This will be reported to Council on 27 May 2010 and full details are shown as a Private and Confidential item to these minutes.
- 50.10 Date of next meeting Thursday 15 July 2010 at 7.00 pm**

FINANCE AND GENERAL PURPOSES COMMITTEE 24 May 2010

PRIVATE AND CONFIDENTIAL 49.10 STAFF MATTERS

Following lengthy discussion about how the role might best operate, possible in-efficiencies, etc. the Clerk left Members to discuss this issue.

It was felt the best solution would be to try the following for a temporary period, this may mean extending the Acting Clerk's temporary position of 30 hours per week for another month or two to allow sufficient time for the new arrangement to bed in.

Advertise a temporary post for an "Assistant to the Clerk" of 9 hours per week, over 3 days but with some flexibility.

Ultimately, if this worked well the Council would then (after a suitable period for the new appointee to get up to speed) reduce the Clerks hours to 25 per week.

As the hourly rate the Acting Clerk is on at present is less than the previous Clerk was on, this extra position at 9 hours per week (£7 to £9 per hour – depending on skills and experience) should just about keep within budget.

It was commented on and generally agreed that the Council should not try to fill this role too cheaply thus potentially excluding the best candidates and whilst the Council need to try and work within budget this year or agree to divert some funds from another project (Cycle path??), for next years precept the Council would need to consider funding both positions adequately.

Initially the new appointee would need to work closely along side the acting clerk but eventually it was hoped that their "Overlap / Communication / Handover time" could be reduced to perhaps 1 hour per week.

F&GP to monitor this arrangement and after a suitable period (3 to 6 months?) revisit the question of how best to serve the council with roles of Clerk, Assistant Clerk & Assistant to the Clerk.

For the longer term it may still be possible to consider bringing the accounting back in-house thus extending the hours of the Assistant to the clerk role.

It was also agreed that projects the council undertakes, should consider the potential extra administrative workload (e.g. extra tasks for the clerk / assistant) and if appropriate add an extra cost into the budget to allow for overtime or recruitment of temporary staff.