

NAILSWORTH TOWN COUNCIL  
**PERSONNEL COMMITTEE**  
 Minutes of a meeting held at 11am on 27 April 2016

Present	Cllr JL Duckworth (Chair) Cllr SK Millett Cllr A Elliott Mrs K Kearns (Town Clerk)
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**APOLOGIES, DECLARATIONS OF INTEREST & COUNCILLOR'S DISPENSATIONS**

Apologies were accepted from Cllr J Dennis. There were no declarations of interest or dispensations.

**TEMPORARY ADMIN OFFICE COVER ARRANGEMENTS**

Sue Nicholson is taking extended leave from 23<sup>rd</sup> May – 20<sup>th</sup> June (including 2 weeks unpaid leave). Cover has been arranged for the two meetings during this time (1<sup>st</sup> June, Arkell Centre committee and 7<sup>th</sup> June Planning and Rec&Am) and this extends to minute taking and preparation.

The office is very busy with day to day tasks of room bookings, buildings management and enquiries taking up a lot of time. Office cover is needed to cover this shortfall. With a new clerk in post, end of year, annual audit, new councillors and new systems being put in place there is an urgent need for this to be covered.

Approximate cost 10 hours @ £12, which is £120

Members agreed to **recommend to Council** that a temporary admin assistant be employed through an agency for 20 hours a week for 4 weeks, plus two 5hr days handover with current Assistant to cover this period.

Approximate cost of this temporary post is

£1,275

Less -£391 (unpaid leave taken by Admin Assistant)

Total £884 additional expenditure for holiday cover

Discussion continued on the urgent need to support the Clerk prior to the future Council considering staffing levels and roles as a whole. With the pressures of learning new systems, modernising the service plus training for CiLCA the Clerk would benefit from extra help from a locum clerk with experience of various different ways of working.

After discussion it was **recommended that Council** seek locum clerk help at a minimum of 20 hours a week for 6 weeks at a pay scale of LC2 37 to offer this support.

The approximate cost including travel is £2,400

**CONSIDER FUTURE NTC STAFFING**

It was **recommended that** the new Personnel Committee meet in 6 weeks time to review the workload and roles of all NTC staff and to formulate a staffing plan for the future that fits with the changing and expanding role of town councils.

The meeting ended at 11.43am

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Chair

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Date