

Minutes of the Personnel Meeting held on Thursday 19th March 2015 at 6pm at the Town Hall, Creed Street, Wolverton, MK12 5LY



Councillors present: Councillors Saunders (Chair), Irons (Vice-Chair), Holroyd and Hussain
Absent: Cllr Sedgwick
Also present: Sally McLellan- Town Clerk

PE14/11	Apologies for absence- Cllr Galloway- will be late due to work
PE14/12	Election of Vice-Chair Cllr Irons was proposed by Cllr Saunders which has seconded by Cllr Hussain. It was RESOLVED for Cllr Irons to be Vice-Chair of the Personnel Committee for Council year 2014/2015.
PE14/13	Declaration of Interest on any matter on the agenda- No declarations were made.
PE14/14	Public Question Time: Member of the public to ask questions on any matters dealt with by Full Council. (Questions must be submitted in advance in accordance with the Council's Standing Orders)- None received.
PE14/15	Minutes of the meeting on 3rd July 2014: It was RESOLVED that the minutes of the meeting held on 3 rd July 2014 be approved and signed as a true and correct record.
PE14/16	Job Descriptions: Review the Assistant Caretaker and Area Caretaker Job Descriptions against the council's plan and recommend changes to the Full Council- It was RESOLVED to make the following amendments to the Area Caretaker Job Description: <ul style="list-style-type: none"> • <i>To undertake weekend, early morning and evening work as required. To be included as a separate heading rather than included in each line of the duties required.</i> • <i>To ensure risk assessments are carried out when appropriate. Rather than carry out risk assessments.</i> • <i>To produce regular reports to the Clerk. Rather than to the Projects Committee.</i> • <i>To organise the implementation of festivity displays around the town council area.</i> • <i>To inspect and maintain litter bins, empty dog bins, and do maintenance of other street furniture and in liaison with Milton Keynes Council remove graffiti and fly posting, and report any damage. To be changed to: To inspect and maintain dog bins.</i> • <i>To remove fly posting and graffiti, inspect and report damage of street furniture in liaison with Milton Keynes Council.</i> Cllr Galloway arrived at the meeting at 18.15. <ul style="list-style-type: none"> • <i>To encourage a feeling of community and pride throughout the town council area.</i> • <i>To liaise closely and regularly with other agencies and organisations. (For example: Milton Keynes Council officers, Police, Health & Community Workers, local schools, Residents Associations, Family Centre and local Businesses.) To be changed to: To liaise with other agencies and organisations. (For example: Milton Keynes Council officers, Police, Health & Community Workers, local schools, Residents Associations and local Businesses.)</i> • <i>To maintain and update council noticeboards</i> • <i>To assist with Britain in Bloom and other community projects</i>

	<ul style="list-style-type: none">• <i>To report 'sites of concern' such as fly tipping, abandoned vehicles, road and pavements in need of repair, faulty street lights and other environmental problems around all wards on a regular and frequent basis.</i>• <i>To undertake minor maintenance tasks to all Town Council properties</i>• <i>To drive the parish vehicle and be responsible for its day-to-day maintenance and cleanliness, including MOT and servicing.</i>• <i>To lock and unlock the Town Hall as and when required.</i>• <i>To locate and download data for the Speed Indicating Devices</i> <p>It was RESOLVED to make the following amendments to the Assistant Area Caretaker Job Description:</p> <ul style="list-style-type: none">• <i>To undertake weekend, early morning and evening work as required. To be included as a separate heading rather than included in each line of the duties required.</i>• <i>To organise the implementation of festivity displays around the town council area.</i>• <i>To inspect and maintain litter bins, empty dog bins, and do maintenance of other street furniture and in liaison with Milton Keynes Council remove graffiti and fly posting, and report any damage. To be changed to: <i>To inspect and maintain dog bins.</i></i>• <i>To remove fly posting and graffiti, inspect and report damage of street furniture in liaison with Milton Keynes Council.</i>• <i>To encourage a feeling of community and pride throughout the town council area.</i>• <i>To maintain and update council noticeboards</i>• <i>To assist with Britain in Bloom and other community projects</i>• <i>To report 'sites of concern' such as fly tipping, abandoned vehicles, road and pavements in need of repair, faulty street lights and other environmental problems around all wards on a regular and frequent basis.</i>• <i>To undertake minor maintenance tasks to all Town Council properties</i>• <i>To lock and unlock the Town Hall as and when required.</i>• <i>To locate and download data for the Speed Indicating Devices</i>
PE14/17	Maternity Cover: Receive the staff related costs for the maternity cover of the Clerk and Finance Officer and agree the handover period for the roles- The staff related costs for the maternity cover of the Clerk and Finance Officer were received and noted. It was RESOLVED for the handover period to be three weeks for both the Clerk and Finance Officer with their maternity leave cover before they start maternity leave, with a further two weeks handover when they return from maternity leave.
PE14/18	Agree the recruitment process for the Clerk and Finance Officer- It was RESOLVED for the placement goals for each post to be as follows: Key goals for the Town Clerk position: <ul style="list-style-type: none">• To lead, support and manage the town council team to achieve the aims directed in the council plan.• To provide accurate, current local government advice to the council and implement new procedures to ensure the council is compliant with applicable legislation.• To manage the town council properties to a high standard, supporting the tenants to utilise the space available.• To manage the day to day running of the council.• To demonstrate strong customer service and management experience.• To be CiLCA qualified and have a local government experience, ideally in a similar size council. Key goals for the Finance Officer position:

- To demonstrate a strong knowledge of income and expenditure, reconciliations, VAT, cash book, budgeting, Year End Returns, cash flow management of all the council bank accounts and petty cash accounts. Ideally an understanding of local council finances.
- To keep an accurate record of the council's finances, ensuring that funds are banked in line with the council's financial regulations.
- To demonstrate a strong customer service background
- To work well as a team to support overall function of the council.

It was **RESOLVED** to advertise the vacancies as follows:

Town Clerk Position

- SLCC Website for three weeks
- BALC- until the post is filled.
- Local Newspaper- two weeks
- Town Council website- until the post is filled.
- Town Council newsletter- until the post is filled.
- Reed.co.uk - up to six weeks

Finance Officer Position

- BALC- until the post is filled.
- Local Newspaper- two weeks
- Town Council website- until the post is filled.
- Town Council newsletter- until the post is filled.
- Reed.co.uk - up to six weeks

It was **RESOLVED** for the recruitment panel to consist of:

Town Clerk

Panel to consist of:

Chair of Council or Vice Chair

Chair of Personnel or Vice Chair

Town Clerk

Assistant Clerk or Projects Officer

Candidates should meet the caretaking team and be shown key properties and the town council area.

Finance Officer

Panel to consist of:

Chair of Council or Vice Chair

Chair of Personnel or Vice Chair

Town Clerk

Finance Officer

Assistant Clerk and Projects Officer to meet with candidates

The Chair Closed the Meeting at 19.00 pm

Signed.....Chair

Date.....