

# Bakewell Town Council

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## A Staff Committee Meeting of the Town Council held in the Council Chamber, Town Hall, Bakewell at 2.00pm on Friday 17<sup>th</sup> June 2016

### Minutes

Non Confidential items

- 3276/16 **Present**  
Cllr Steve Edwards, Cllr Helen Froggatt, Cllr Vivienne Parnham
- 3277/16 **Appointment of Chair**  
Cllr Steve Edwards was appointed Chair.
- 3278/16 **To receive and accept apologies for absence**  
None.
- 3279/16 **Chair's announcements**  
The Chair welcomed members to the meeting and outlined the business to be transacted.
- 3280/16 **Declaration of Members Interests**  
(a) **To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.**  
None received.  
  
(b) **To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest**  
None received.
- 3281/16 **Items in Exclusion**  
**To determine which items, if any, should be taken with the public and press excluded**  
**Resolved:** To take "Matters for decision" in exclusion of public and press. The business relates to the contract and working conditions of a member of staff.

3282/16 **Public Speaking**

**(a) A period of not more than 30 minutes will be made available for members of the public and members of the Council to comment on any matter (Representations are limited to a maximum of 3 minutes per person).**

None.

3283/16 **Matters for decision**

**Resolved:** To make the following recommendations to full Council;

**(a) Clerks contract, to include increments trigger and changes to pay scale**

Members reviewed the Clerk's Contract.

**Resolved:** To recommend retention of current contract and to recommend adoption of revised NALC pay scale (an increase of 1%).

**(b) Hours worked by Clerk, flexible working, home working and office closed to public periods**

The practicalities of flexible working and home working were discussed along with the management of workload at busy periods.

**Resolved:** To enforce the public opening times of Monday, Wednesday and Friday 0930-1230 (with the exception of 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month which are meeting dates) only. It is recognised that for operational reasons there will be times when it will be necessary to extend the opening periods. Clerk to record the number of visits and purpose of visits to the office for the next month for analysis purposes.

**(c) Support for Clerk/ barriers to working**

Barriers to working were discussed and the following identified;

- Competing multiple external priorities
- The situational nature of the role
- Seemingly simple matters which are often far more complex than at first realised.
- Expectation of instant answers when tasks are "important" but not genuinely "urgent"
- Amorphous projects (which almost by definition fail to meet expectation)

**(d) Time off in lieu - current position**

Nil at present.

**Resolved:** Clerk to continue to manage time off in lieu but to report to the Mayor occurrences in excess of three working days (22h12m).

**(e) Annual Leave current position**

The Clerk books known leave requirements at the Annual Meeting with the balance taken as appropriate throughout the year in consultation with the Mayor. As far as possible notice equal to the amount of leave requested is given. Following the agreed carry forward just under 66 hours remain to be allocated this leave year.

**(f) Staff development and training needs**

The Clerk regularly attends DALC Spring Seminar; other relevant training courses are identified from Derbyshire Association of Local Councils/Society of Local Council Clerks publications or from DDDC/DCC/PDNPAs circulars and flagged up for approval by Council as appropriate.

The Clerk expressed an interest in studying for a professional qualification in Community Governance (SLCC/University of Gloucestershire).

**Resolved:** To consider training/development requests as they arise.

- (g) Items arising relating to:**
- i. Health and Safety**
  - ii. Disability**
  - iii. Medical**
  - iv. Personal**
  - v. Work life balance**

The foregoing items were discussed with the Clerk. Use of the hatch to be introduced when the office is open to the public, the inner door is to be locked. Clerk to obtain prices for replacement of glass in the lobby with Perspex.

**Resolved:** To record issues arising in the Staff File.

**(h) Clerks' appraisal**

**Resolved:** To complete the appraisal by 1<sup>st</sup> July 2016.

**(i) Calendar of Staff Committee Meetings**

**Resolved:** The next Staff Committee Meeting will take place at 10am Friday 2<sup>nd</sup> December 2016.

3284/16 **Risk Assessment**

**To consider risk assessment/insurance implications for items approved this meeting.**

All decisions taken in good faith.

The meeting closed at 3.45pm