

Minutes of the Virtual Meeting of Administration, Finance and Staffing Committee of Settle Town Council held on Monday 14th September 2020 at 8:00 pm.

Participating: Cllrs Balsamini (Chair), Bellfield, Rymer and Taylor, Catherwood and Harrison
Clerk: Rebecca Hill

Public Participation: No members of the public had indicated they wished to participate.

Cllr Balsamini was elected chair of the meeting due to Cllr Lord's absence

The Chair welcomed everyone, introduced the virtual procedure, and declared the meeting open. The Chairman amended the order of the meeting and agenda item 8, The Staff Structure was discussed after item 3 the Deputy Clerk's resignation.

VAFS016: Exclude Public and Press

A resolution to exclude the Public and Press from Agenda items 3, 8 and 9 was requested by the Chairman due to the confidential nature of the business.

RESOLVED: To approve to exclude the Public and Press from the agenda items 3, 8 and 9.

VAFS017: Public Participation

No members of the public or press had sent the clerk an e mail contact to be represented at the meeting.

VAFS018: Apologies: To record and approve reasons for absence

RESOLVED: Apologies were received from Cllr Lord.

VAFS019 Code of Conduct - Localism Act 2011: To record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda.

No interests were recorded.

VAFS020 Deputy Clerks resignation – to receive the Deputy Clerks Resignation.

The clerk circulated the resignation letter prior to the meeting. It was **RESOLVED:** To accept the resignation and it was noted that the last day of employment would be 30th October 2020.

The Deputy Clerk will be requested to take any outstanding leave before the last working day. The Deputy Clerk agreed to still cover the Clerk's Annual Leave in October.

VAFS021: Review the Council's current staff structure

The Clerk introduced the item and then left the meeting at 20:18 p.m.

The Council considered a more flexible structure.

After further discussion it was **RESOLVED:** To employ an assistant clerk on a fixed 12-month contract due to plans for devolution on the horizon. There would be no change to the two-tier structure.

The Council will be adopting a new time management system.

The Clerk returned to the meeting at 20:28 p.m.

Continued/

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VAFS022: To approve a recruitment process. (draft recruitment process circulated prior to the meeting).

Resolved to:

1. Approve the panel of Cllr Balsamini, Taylor and Bellfield and the Town Clerk
2. Review Assistant Clerk Job description and specification to be reviewed by the clerk and reported back to the meeting on the 21st September 2020.
3. Advertise on 'Indeed' (Cllr Balsamini agreed to set it up with an IT proficiency test attached) and advertise on social media and the Settle Town Council website.
4. Shortlist after 3 weeks. Approve at the Town Council meeting on 19th October and set the interview date.
5. Interviews to be held between 22-24th October to be held on one day.

VAFS023: To approve IT support for staff to make access to shared one drive on Office 365 work smoothly and reorganise file structure and storage.

The clerk reported the difficulty with saving and removing files and documents on Office 365 because the file paths and were too long and historic file names did not fit the protocol. The Network Access Storage system was not being used now that files were on a cloud-based storage. It was RESOLVED: That the Clerk continues to reorganise remove and rename old files to reorganise the file structure, subject to a full back up the NAS would then be obsolete. And all files will be on the cloud-based storage.

VAFS024 C To approve a change to Office Open Hours.

RESOLVED: To suspend office open hours and revert to enquiries by appointment due to Covid-19.

VAFS025: Set a protocol to formalise cover for annual leave and sickness absence for all staff.

RESOLVED: To introduce an Annual Leave application form to be sent 2 weeks in advance to the Line Manager and Chairman of the Admin Finance and Staffing Committee, in addition the Clerk to report to the Chairman of the Council. Office Staff to work agreed working days and have a fixed day off per week. Notify in advance when working from home.

VAFS026: National Joint Council for Local Govt Services (NJC) pay scales for 2020-21.

RESOLVED: To accept the updated pay scales and the Clerk to report on the amount of back pay required with effect from 1 April 2020 and update the staff pay records.

VAFS027: Budget 2020-2021: – to review the expenditure and income for 2020 and agree a timetable for setting the precept.

RESOLVED: To defer this item to the meeting scheduled for 21st September 2020.

**VAFS028: Committee and Council Meetings for 2020: Update
Committee and Council Meetings for 2020: Update**

Planning and Environment Committee 5th October 2020 at 7 p.m.

Markets and Services Committee 5th October 2020 at 7 p.m.

Full Town Council Meeting 19th October 2020 at 7 p.m.

Planning and Environment Committee 2nd November 2020 at 7.p.m

Full Town Council 16th November 2020 at 7 p.m.

Planning and Environment 30th November 2020 at 7.p.m

Allotments Committee and Administration Finance and Staffing Committee 7th December 2020.

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VAFS029: Correspondence: – To receive and respond to any correspondence received prior to the meeting.

No Items of correspondence were received.

VAFS030: To receive items of information from the clerk or Councillors and future information items.

Protocol for Teams meetings

Councillor Tablets

Asst Clerk Job Description and Person Specification

VAFS031: Date of Next Meeting of the Administration, Finance and Staffing Committee

It was agreed the next meeting of the Administration, Finance and Staffing Committee should be held 7 p.m. on Monday 7th December 2020.

The meeting finished at 21:28 p.m.