



## ILKLEY PARISH COUNCIL

### MINUTES OF THE MANAGEMENT AND STAFFING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON MONDAY 19<sup>TH</sup> SEPTEMBER AT 7:30PM

**Those present:**

**Chairman:** Councillor S Butler  
**Councillors:** Councillor J Souter, and Councillor B Mann (Ex-Officio).  
**Officer:** Clare Smith (Clerk)

**1617/12 ITEM 1 – Chairman’s Remarks**

The Chairman welcomed those present to the meeting.

**1617/13 ITEM 2 – Apologies for Absence**

Apologies were received from Councillor J Rickard (business), Councillor M Gibbons (illness) and Councillor J Sugden (business).

Proposed by Councillor S Butler

Seconded by Councillor B Mann

**RESOLVED:** That the above reasons for absence be accepted by this Committee.

*(Unanimous)*

**1617/14 ITEM 3 – Disclosure of Interest**

There were no disclosures of interest.

**1617/15 ITEM 4 – Dispensations**

There were no dispensation requests from Members received by the Clerk in respect of this meeting.

**1617/16 ITEM 5 – Minutes of the Previous Meeting**

Proposed by Councillor B Mann

Seconded by Councillor S Butler

**RESOLVED:** That the Minutes of the Management and Staffing Committee meeting held on 26<sup>th</sup> July 2016 be approved and signed by the Chairman as a correct record.

*(Unanimous)*

It was noted that the Clerk’s appraisal should be on the **next agenda**.

**1617/17 ITEM 6 – Exclusion of Press and Public (Confidential Business)**

Proposed by Councillor J Souter

Seconded by Councillor B Mann

**RESOLVED** to exclude members of the public and press during the consideration of business of a confidential nature pertaining to staffing (Public Bodies Admissions to Meeting Act 1960 S1(2)).

*(Unanimous)*

**1617/18      ITEM 7 – Deputy Clerk Resignation**

The resignation letter from Mrs Ollier was accepted by the Committee. The Committee thanked Mrs Ollier for all of her hard work throughout the time she has spent in her role. She has been a valued member of staff and it is with sadness that she is leaving her employment. The Committee confirmed that Mrs Ollier’s last working day as an employee of the Parish Council would be the 11<sup>th</sup> October. However, Mrs Ollier has kindly offered to work a little longer if her new employment allows. The Clerk will make enquiries with the payroll department.

**1617/19      ITEM 8 – Deputy Clerk Leave Entitlement**

The Clerk explained that the Deputy Clerk was four hours in debit with her holiday entitlement but was also owed 28 hours in overtime.

Proposed by Councillor J Souter

Seconded by Councillor B Mann

**RESOLVED** to pay Diane Ollier 24 hours pay at her usual hourly rate. (*Unanimous*)

**1617/20      ITEM 9 – Deputy Clerk Recruitment**

Proposed by Councillor J Souter

Seconded by Councillor B Mann

**RESOLVED** that the Deputy Clerk vacancy be advertised on the Parish Council website, notice board and Ilkley Chat using the advertisement circulated (attached). The vacancy will also be advertised on the YLCA website at a cost of £15.

The applicants are to complete the YLCA template application form (attached). The job description and person specification as circulated to Committee members were approved by the Committee. Shortlisting of the applicants would be carried out on 11<sup>th</sup> October 2016 by Councillor S Butler, Councillor J Souter and the Clerk. Shortlisted applicants will be invited to attend an interview on 18<sup>th</sup> October 2016. Councillor S Butler, Councillor J Souter and the Clerk will carry out the interviews.

**Meeting closed at 8:00pm**