**Minutes of Knaresborough Town Council’s Office Services Committee,**

**held at Knaresborough House, Knaresborough on**

**Monday 8 October 2018**

**PRESENT: Chair:** Councillor D Goode

**Councillors**: M Clemmitt, T Hunter, A Willoughby, C Willoughby, M Wood and A Wright

**Staff Present:** The Acting Clerk

**Late Arrivals:**  Cllr C Willoughby **Early Departures:** None

**OSC18/06 ITEM 1 - To receive Apologies for inability to attend the meeting.** None to receive

**OSC18/07 ITEM 2 – Councillors’ Disclosure of an Interest**

None to disclose

*Councillor C Willoughby joined the meeting.*

**OSC18/08 ITEM 3 – KTC Public Speaking Session** - none

**OSC18/09 ITEM 4 - To consider**, and if thought fit, **approve** as a correct record, **the Minutes** of the **Office Services** Meeting on**:**

**4.1** Tuesday 26 June 2018

**RESOLVED:** That the minutes of the Office Services Committee Meeting, held on Monday 26 June 2018, be approved as a correct record and signed by the Chair.

**OSC18/010 ITEM 5 - To consider** the report on Staffing and Office Requirements following the 6 month review period and make recommendations to take to Full Council.

**RESOLVED:** That in view of the confidential nature of the business to be transacted, re **ITEM 5** pertaining to Staffing, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public.

A lengthy discussion took place around details of the report and members of the committee asked the Acting Clerk questions relating to the report.

**RECOMMENDATIONS:** That KTC approves the following items:

1. To continue with 2 members of staff working 23 contracted hours each per week including meetings.
2. To promote the current Acting Clerk to the role of Clerk and RFO (ensuring that it is clear that the position is Proper Officer and Responsible Financial Officer as per the instructions from the Internal Auditor being in line with Council’s legal responsibility).
3. The Deputy Clerk to remain in post.
4. Office Hours Monday to Thursday 9 – 12.30pm, **closed Friday** (Staff to have flexibility to use the closed office space for council business if required). Various discussions and observation shows the majority of councils at this level do not open 5 days a week.
5. Clerk and Deputy Clerk to ensure cover for core office hours.
6. Clerk and Deputy Clerk to be present at Full Council meetings as a general rule.
7. Clerk to staff Committee meetings.
8. Clerk, if Acting Clerk appointed, to move from NJC SCP 29 (FTE £26,470) to NJC SCP 32 (FTE £29,055), backdated to 1st August 2018 when agreed 6 month trial ended, capped at NJC SCP 38 (FTE £34,106).
9. Deputy Clerk to move from NJC SCP 29 (FTE £26,470) to NJC SCP 30 (FTE £27,358), in recognition of the amount of ‘crossover’ work between the roles, capped at NJC SCP 34 (FTE £30,756).
10. From the initial increase in Scale Point (SCP) as outlined above, future increments would be considered as part of an annual appraisal and review process conducted by the chair of Office services and the Mayor.
11. The Clerk has delegated authority to bring in short term temporary staff if the work load increases in the event of specific changes to Council requirements.
12. All the above can be amended following consultation with staff and a vote by the OSC should circumstances change.

**OSC18/011 ITEM 6 - To consider** the updated **Standing Orders** and make a recommendation to Full Council for approval.

**RESOLVED:** To accept and recommend the updated legal and statutory requirements (in bold), but to defer the standing orders back to the Acting Clerk for further modification prior to the next OSC meeting.

**OSC18/012 ITEM 7 - To consider** a future strategy for the tenancy agreement for Knaresborough House between KTC and HBC.

Councillor Goode gave a brief summary of the item outlining potential elements that could form a discussion around the future strategy. KTC is currently at the end of its 5 year agreement with HBC but this agreement has been rolled over in the past and may continue to do so, but if KTC wish to look at other options within Knaresborough House this may be the time to think about those options.

Councillor Goode suggested that the Acting Clerk, with agreement from the caretaker, invites all Council members to have a look at the rooms on the ground floor of Knaresborough House prior to a full council meeting.

**OSC18/013 ITEM 8 -** **To note** staff lieu hours

The Acting Clerk reported lieu hours as follows:

Acting Clerk +9.5 hours Deputy Clerk +6.5 hours

**OSC 18/014 ITEM 9 - To note** the dates for the next meetings:

Monday 19 November (including preliminary look at budget)

Monday 10 December (Budget Only)

The above dates were noted by members with agreement that the start time will be 7.00pm.

**Meeting Closed at 9.15pm**

**Signed by the Chair (Councillor D Goode):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**