

WHITEHAVEN TOWN COUNCIL

Clerk to Whitehaven Town Council & Responsible Financial Officer

Mr. Leslie J Abrahams - Tel. 07536091604

Summons

On this day **9th Sept 2016** you are duly summoned to attend a Meeting of the Staffing Committee of **WHITEHAVEN TOWN COUNCIL** which will be held at:

Venue: The Civic, Lowther Street, Whitehaven, CA287SH

Location: First floor room – (disabled access available)

Date: Wednesday, 14th Sept 2016

Time: 6.00 PM

To transact the business set out in the agenda attached.

To: Members of the Staffing Committee of Whitehaven Town Council.

Councillors: Gavin Mckew - Chair

Graham Roberts

Jeanette Forster

Brian O’Kane

Norman Williams

Signed: *L.J. Abrahams*

Date: 09/09/2016

Leslie J Abrahams – Proper Officer & Responsible Financial Officer

Note: Standing Order 4 (d) v requires any Member who is unable to attend to confirm to the Proper Officer (2) days before the meeting that they are unable to attend.

WHITEHAVEN TOWN COUNCIL

Attachments:

1. Person Spec
2. Minutes 120716

AGENDA

Item	Detail	Notes
1	AGENDA ITEM 1 Apologies for absence To receive apologies for absence.	
2	AGENDA ITEM 2 Declarations of interest – To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting.	
3	AGENDA ITEM 3 Public participation. N/A	
4	AGENDA ITEM 4 Press and Public Exclusion A motion to resolve exclusion of the press and public from a closed meeting. (if required) In accordance with Public Bodies (Admission to Meetings) Act 1960, s.1 100	
5	AGENDA ITEM 5 Minutes of Previous meeting. 120716 Motion to accept minutes as a true and accurate record	

WHITEHAVEN TOWN COUNCIL

6	AGENDA ITEM 6 Motion to Agree Job specification for Admin and finance assistant Motion Agree and issue advert for role	
7	AGENDA ITEM 7 Motion for Staffing committee to act as interview board for the above noted role.	
8	AGENDA ITEM 8 Motion to set recruitment timetable	
9	AGENDA ITEM 9 Motion to appoint an agency worker in the interim period for 4-8 weeks	
10	AGENDA ITEM 10 Matters to be raised at next meeting Any matters Cllr's wish raised at the next meeting	
11	AGENDA ITEM 11 Date and place of Next Meeting To confirm the date and place of the next meeting.	

Staffing Committee

FC150916

Minutes 12/07/16

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

Meeting: Staffing Committee	Location / Date / Time: Civic Hall Centre 1800hrs 12/07/16
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Present: (Participants) Cllr J Forster JF Cllr B O’Kane BOK Cllr G McKew GMcK Cllr N Williams NW Mr L Abrahams (Clerk) LA Register Signed by all above	Observer: Public participation - None Press None Apologies Cllr Roberts GR- Other meeting
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ITEM	DETAIL	INITIALS
26/16	AGENDA Item 1 Apologies for absence Cllr G Roberts GR -Work The meeting commenced by consensus at 1803hrs Welcome to staffing meeting by the chair	GR
26/16	AGENDA ITEM 2 Declarations of Interest No declarations of Interest	All
27/16	AGENDA ITEM 3 Public Participation No Public Participation	GR
28/16	AGENDA ITEM 4 Not required	GR
29/16	AGENDA ITEM 5 Minutes of last meeting The clerk left the room Motion to approve minutes of meeting held on 27/04/16 as a true and accurate record. Minutes signed by the Chairman. RESOLVED	GR
30/16	AGENDA ITEM 6 Motion to Appoint Vice Chair JF nominated BOK GMcK seconded RESOLVED that Cllr O’Kane be Vice Chair	BOK
31/16	AGENDA ITEM 7 Motion to accept and agree TOR’s Item 13. To read ‘have’ TOR’s amended & accepted RESOLVED	GR

WHITEHAVEN TOWN COUNCIL – MEETING MINUTES

32/16	<p>AGENDA ITEM 8 The clerk left the room Contract for Clerk & RFO To review agreed revisions and finalise contract Cllr Gill ask for recommendation to FC to appoint a deputy Clerk RESOLVED</p>	ALL
33/16	<p>AGENDA ITEM 9 Clerk returned EU working hours waiver Motion for Clerk to Sign RESOLVED</p>	ALL
34/16	<p>AGENDA ITEM 10 Pension Scheme for Clerk & RFO. Motion to implement LGPS RESOLVED</p>	ALL
35/16	<p>AGENDA ITEM 11 Pension Scheme for Clerk & RFO. Motion to implement LGPS Motion to review office roles and staffing needs for 2016-17 Motion to recommend to FC RESOLVED</p>	ALL
36/16	<p>AGENDA ITEM 12 Motion to review 'Green Team' roles and staffing needs 2016-17 Motion to recommend to FC DEFER</p>	ALL
37/16	<p>AGENDA ITEM 13 Review report a recruitment agency appointment. Motion to recommend to FC DEFER</p>	ALL
38/16	<p>AGENDA ITEM 14 Review report to co-opt a recruitment advisor. Motion to recommend to FC DEFER</p>	ALL
39/16	<p>AGENDA ITEM 15 Discipline & Grievance Policy Review and adopt Motion to recommend to FC RESOLVED to Accept</p>	
40/16	<p>AGENDA ITEM 16 Matters to be raised at next meeting NONE</p>	
41/16	<p>AGENDA ITEM 17 Date and place of next meeting To be advised</p>	

	<p>including MS Word, Excel, financial software and email</p> <ul style="list-style-type: none"> • Ability to update website and social media • The ability to think “outside of the box” and provide new ideas and suggest new methods of working. • Ability to apply discretion in sensitive issues, and maintain confidentiality at all times 	
Experience	<ul style="list-style-type: none"> • Proven experience of recording accounting transactions and maintaining accounting records and book-keeping • Experience of bank and project reconciliations • Experience of dealing with members of the public • Experience of ensuring that financial procedures are adhered to • Experience of project management or administration • Ability to learn and be adaptable to changes in procedures and technology 	<ul style="list-style-type: none"> • Previous Local Government experience • Experience of producing management accounts and other analysis • Experience of financial and management accounts preparation • Budgeting and forecasting • Experience in report writing
Education, professional qualifications and training	<ul style="list-style-type: none"> • A Level’s or equivalent qualification • A minimum of 5 GCSEs at grade C or equivalent, 2 of which must be Mathematics and English Language • Willingness to work towards gaining a Certificate in Local Council Administration 	<ul style="list-style-type: none"> • GCSE in Information Communication Technology • Certificate in Local Council Administration • Recognised qualification in Local Government Administration. • IT qualifications
Knowledge	<ul style="list-style-type: none"> • Computerised accountancy systems • Purchase order systems • Good working knowledge of spreadsheets and database 	<ul style="list-style-type: none"> • Local knowledge of Whitehaven • An understanding of local government • Experience in organising events
Values and Attitudes	<ul style="list-style-type: none"> • Willingness to work cooperatively with Council Members • Enthusiastic and self-motivated. • Displays accountability and responsibility. • Methodical and well organised. • Positive ‘can do’ attitude and able to use own initiative to react to situations and deliver a quality service at all times • Friendly and approachable with a positive attitude 	<ul style="list-style-type: none"> • Ability to learn and take on ‘higher-level’ tasks

AGENDA ITEM 9

TEMP ROLE

Review CV's and employ during recruitment process

Motion to appoint an agency worker in the interim period for 4-8 weeks