

FILEY TOWN COUNCIL

STAFFING COMMITTEE MEETING
HELD ON THURSDAY 16 JANUARY 2014 AT 10.00AM

Present: Cllr Susan Bosomworth (Chairman), Cllr J Meek, (Vice Chairman),
Cllr R Walker, Cllr J Shackleton, Cllr T Willis
Mrs G Robinson, Town Clerk

The Chairman welcomed members to the meeting.

NOTICE OF MEETING

RESOLVED: That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972. 038/014

APOLOGIES

Cllr D Glanvill (work commitment) had sent her apologies to the meeting. It was:
RESOLVED: That Cllr D Glanvill's apologies be accepted. 039/014

DECLARATIONS OF INTEREST

The Chairman reminded members of the need to consider whether they needed to declare a disclosable pecuniary interest (DPI) or personal interest as detailed in Appendix A and Appendix B of the Town Council's Code of Conduct and reminded Members that they could make a declaration of interest at any point in the meeting. It was

RESOLVED: That it be noted no declarations of interest were received. 040/014

EMPLOYMENT POLICIES AND PROCEDURES

The following procedures and policies had previously been circulated to Members for review.

Disciplinary Procedure

Following review it was

RESOLVED: That the Town Council's Disciplinary Procedure required no changes. 041/014

Grievance Procedure

Following review it was

RESOLVED: That the Town Council's Grievance Procedure required no changes 042/014

Sickness Absence Policy

Following review it was

RESOLVED: That the Town Council's Sickness Absence Policy required updating to reflect paragraph relating to 'fit notes' plus additional insertions as highlighted. 043/014

Disability Discrimination Policy

Following review it was

RESOLVED: That the Town Council's Disability Discrimination Policy required no changes. 044/014

Harassment & Bullying Policy

Following review it was

RESOLVED: That the Town Council's Harassment & Bullying Policy was reviewed and it was agreed to be replaced with the Society of Local Council Clerks 'Dignity at Work/Harassment & Bullying Policy' and implemented forthwith. 045/014

Additional Employment Policy

Following review it was

RESOLVED: That the Town Council's Additional Employment Policy required no changes. 046/014

Data Protection Policy

Following review it was

RESOLVED: That the Town Council's Data Protection Policy required no changes. 047/014

Continued overleaf

Staffing Committee Meeting held on 16 January 2014

EMPLOYMENT POLICIES AND PROCEDURES continued

Information Technology and Electronic Communications Policy

Following consideration it was

RESOLVED: That the above policy be reviewed by the Strategic Planning Committee at their next meeting. 048/014

STAFF HANDBOOK

The Clerk was requested to consult with members of staff on the above changes to employment policies, following which the revised and new policies be placed on corporate headings and included in a staff handbook for circulation to each member of staff. It was

RESOLVED: That the above information be noted and the Staff Handbook be produced as requested. 049/014

EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following item(s) of business in view of the confidential nature of engagement and terms of service of employees. 050/014

STAFFING BUDGET 2014/2015

The Clerk informed members that she had now received accurate employer contribution costs for the Local Government Pension Scheme from North Yorkshire County Council and these figures had been included in the proposed staffing budget for 2014/2015. The staffing budget estimate was circulated to members at the meeting and included employer pension costs, employer national insurance contributions, pension deficit and a potential 1% pay award (yet to be agreed by the Local Government Association). Members noted that they had previously checked and agreed all salary scales and spinal column points at the previous meeting. The Clerk requested that Members consider a staff training budget of £500 also be included in the 2014/2015 budget. It was

RESOLVED : That the Staffing Budget proposal of £75,172.02 for 2014/2015 be accepted as outlined above and a recommendation be made to the Finance & General Purposes Committee for inclusion in the 2014/2015 budget. 051/014

RESOLVED: That the Staff Training Budget of £500 be accepted and a recommendation be made to the Finance & General Purposes Committee for inclusion in the 2014/2015 budget. 052/014

STAFF UPDATE

The Clerk informed members that no further information had been received to date from the Yorkshire Local Councils Association for the revised Quality Status scheme. It was

RESOLVED: That this information be noted. 053/014

The meeting closed at 10.48am

Cllr Susan Bosomworth
Chairman
Staffing Committee