

**FILEY TOWN COUNCIL**

**STAFFING COMMITTEE MEETING**  
**HELD ON THURSDAY 28 MAY 2015 AT 10.00AM**

Present: Cllr Susan Bosomworth (Chairman), Cllr J Meek, (Vice Chairman),  
Cllr D Glanvill, Cllr A Shaw, Cllr J Shackleton  
Mrs G Robinson, Town Clerk

The current 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.** 422/015

**APOLOGIES**

Cllr R Horley (personal) had sent his apologies to the meeting. It was:

**RESOLVED: That Cllr R Horley's apologies be accepted.** 423/015

**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.** 424/015

**ELECTION OF CHAIRMAN**

It was proposed and duly seconded that Cllr Susan Bosomworth be elected as Chairman of the Staffing Committee for 2015/2016. It was

**RESOLVED : That Cllr Susan Bosomworth be elected Chairman of the Staffing Committee for 2015/2016.** 425/015

**ELECTION OF VICE CHAIRMAN**

It was proposed and duly seconded that Cllr Jeff Meek be elected as Vice Chairman of the Staffing Committee for 2015/2016. It was

**RESOLVED : That Cllr Jeff Meek be elected Vice Chairman of the Staffing Committee for 2015/2016.** 426/015

**TERMS OF REFERENCE**

Members had previously been circulated with a copy of the Terms of Reference for the Staffing Committee for acceptance. It was

**RESOLVED: That the Staffing Committee's Terms of Reference be accepted for 2015/2016.** 427/015

**DISCIPLINARY AND GRIEVANCE HEARING PANEL**

Nominations were sought for three members being elected from the Staffing Committee to serve on a Disciplinary and Grievance Hearing Panel and in situations where individual members are implicated in a dispute or have undertaken an investigatory role they may need to be substituted as panel members and therefore two substitute panel members also needed to be elected to serve on a Disciplinary and Grievance Panel if necessary. It was

**RESOLVED: That a recommendation be made to full council that Cllr Susan Bosomworth, Cllr Jeffrey Meek and Cllr Anna Shaw be elected to serve on a Disciplinary and Grievance Hearing Panel with Cllr John Shackleton acting as a substitute Hearing Panel Member until the next Annual Council Meeting in May 2016 with the Disciplinary and Grievance Hearing Panel being given delegated power to make a decision on any Disciplinary and Grievance matters on behalf of the Town Council, reporting the Panel's decision to the Staffing Committee for information.** 428/015

*Continued overleaf*

Staffing Committee Meeting held on 28 May 2015 continued

**DISCIPLINARY AND GRIEVANCE HEARING PANEL continued**

**RESOLVED: That the Clerk contact Scarborough Borough Council's Human Resources Department to request a refresher training session for both Disciplinary and Grievance and Appeal Panel Members with other members of the Town Council being invited to attend.**

**429/015**

**STAFF UPDATE**

The Clerk informed members that staff appraisals would be conducted in July 2015. The Clerk informed members that planning for the Council's submission for the Local Council Award Scheme would commence in July and Cllr Bosomworth and the Clerk would evaluate the required criteria. The Chairman and Clerk informed the meeting of a request made by the representative of the recent complainant which was considered by members and who agreed that this matter be passed to the Chairman of the Appeal Hearing Panel for further consideration due to the Appeal Hearing Panel's decision being final. It was

**RESOLVED: That this information be noted.**

**430/015**

Cllr Bosomworth expressed a vote of thanks to the Town Clerk and stated that she felt the Clerk was a great role model for the rest of the admin team. It was

**RESOLVED: That this information be noted.**

**431/015**

*The meeting closed at 10.40am*

**Cllr Susan Bosomworth**  
Chairman  
Staffing Committee