

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE MEETING HELD ON THURSDAY 10 MARCH 2016 AT 10.00AM

Present: Cllr Susan Bosomworth (Chairman), Cllr R Horley, Cllr J Meek, (Vice Chairman),  
Cllr D Glanvill, Cllr A Shaw, Cllr J Shackleton  
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.** 234/016

#### APOLOGIES

All members of the Staffing Committee were present at the meeting. It was:

**RESOLVED: That the above information be noted.** 235/016

#### 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.** 236/016

#### PENSION AUTOMATIC ENROLMENT

The Clerk had previously circulated information to members from the Pension Regulator regarding automatic enrolment in line with the Pensions Act 2008 and it was noted that the Town Council's staging date is to be 1 February 2017. The Clerk informed members that the Town Council had already registered and would adhere to submitting the relevant information regarding its employees and those needing to be enrolled and would write to all staff within the suggested guidelines. It was

**RESOLVED: That the above information be noted and the Clerk be requested to manage the pension automatic enrolment procedure for all Town Council employees.** 237/016

#### 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.** 238/016

#### STAFF TERMS AND CONDITIONS

##### Annual Leave

Members considered an item regarding annual leave arrangements for the Clerk and after discussion were in full agreement to support the Clerk's request for annual leave which ensued that the Deputy Clerk would clerk the full council meeting to be held on 8 June 2016 with support from the Administrative Clerk and members noted this would be a training opportunity.

Cllr J Meek requested a recorded vote and upon being put to the vote:

Cllrs, Bosomworth, Glanvill, Horley, Meek, Shaw and Shackleton unanimously supported the decision and it was

**RESOLVED: That the Clerk's request for annual leave be agreed and subsequently the full council meeting on 8 June 2016 will be clerked by the Deputy Clerk as detailed above.**

239/016

##### Staff Appraisals

The Chairman and the Clerk confirmed that all staff appraisals had been completed with no problems being highlighted and individual training plans for all staff being identified. It was

**RESOLVED: That the above information be noted.** 240/016

*Continued overleaf*

Staffing Committee Meeting held on 10 March 2016 continued

**STAFF UPDATE**

The Clerk informed members that to date no information had been received regarding the pay award. It was

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

**241/016**

*The meeting closed at 10.22am*

**Cllr Susan Bosomworth**  
Chairman  
Staffing Committee