

FILEY TOWN COUNCIL

STAFFING COMMITTEE MEETING
HELD ON THURSDAY 23 JUNE 2016 AT 10.00AM IN THE COUNCIL CHAMBER

Present: Cllr Susan Bosomworth (Chairman), Cllr R Horley, 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. 487/016

APOLOGIES

Cllr J Meek (holiday) had sent his apologies to the meeting. It was

RESOLVED : That Cllr J Meek's apology be duly noted. 488/016

RESOLVED : That Cllr J Meek's reason for absence be accepted. 489/016

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. 490/016

ELECTION OF CHAIRMAN

It was proposed by Cllr John Shackleton and duly seconded by Cllr Anna Shaw that Cllr Susan Bosomworth be elected as Chairman of the Staffing Committee for 2016/2017. It was

RESOLVED : That Cllr Susan Bosomworth be elected Chairman of the Staffing Committee for 2016/2017. 491/016

ELECTION OF VICE CHAIRMAN

It was proposed by Cllr John Shackleton and duly seconded by Cllr Susan Bosomworth that Cllr Diane Glanvill be elected as Vice Chairman of the Staffing Committee for 2016/2017. It was

RESOLVED : That Cllr Diane Glanvill be elected Vice Chairman of the Staffing Committee for 2016/2017. 492/016

TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Staffing Committee for acceptance. The Clerk informed members that Financial Regulation No 2.1 had been renumbered to 3.1 as per the revised Town Council Financial Regulations. It was noted that staff appraisals and personal development training plans were stated in the Terms of Reference to be carried out 'in October each year' and the Clerk suggested that this wording be amended for these to be read 'on an annual basis' as it was not always possible to undertake staff appraisals at a designated time of year due to other council priorities. It was

RESOLVED: That a recommendation be made to full council that the Staffing Committee's Terms of Reference be accepted for 2016/2017 with the above two amendments. 493/016

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.

Continued overleaf

DISCIPLINARY AND GRIEVANCE HEARING PANEL continued

It was

RESOLVED: That a recommendation be made to full council that Cllr Susan Bosomworth, Cllr Robert Horley and Cllr Anna Shaw be elected to serve on a Disciplinary and Grievance Hearing Panel with Cllr John Shackleton and Cllr Diane Glanvill acting as a substitute Hearing Panel Members until the next Annual Council Meeting in May 2017 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. 494/016

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. 495/016

STAFF TERMS AND CONDITIONS

2016 – 2018 National Salary Award

Members were circulated with a copy of the National Salary Award 2016 – 2018 as agreed by the National Joint Council for Local Government Services and issued by the National Association for Local Councils and the Society of Local Council Clerks via the Yorkshire Local Councils Association for consideration and acceptance. The Clerk informed members that a two year pay award had been agreed with 1% being awarded from 1 April 2016 until 31 March 2017 and a further 1% being awarded from 1 April 2017. The documents gave details of the new pay scales which were applicable from 1 April 2016 and 1 April 2017 respectively and members duly checked all spinal column points for individual employees for the two year pay award. The Clerk confirmed that there were sufficient funds in the current Staffing Budget as a 1% pay award had been included in the budget for 2016/2017 and a further 1% would be built in to the budget for 2017/2018. After discussion it was

RESOLVED: That the National Salary Award (two year award) revised pay scales for 2016-2018 be agreed as outlined in the pay award for all employees with the 2016-2017 award being implemented in the July 2016 payroll with back pay being paid to 1 April 2016. 496/016

STAFF UPDATE

The Clerk informed members that enquiries had increased since the closure of the Filey Tourist Information Centre and members requested that a log be set up to record the number and type of enquiries. It was

RESOLVED: That this information be noted. 497/016

The meeting closed at 10.20am

Cllr Susan Bosomworth
Chairman
Staffing Committee