

**FILEY TOWN COUNCIL**  
**STAFFING COMMITTEE MEETING**  
**HELD ON THURSDAY 8 JUNE 2017 AT 10.00AM**

Present: Cllr Susan Bosomworth (Chairman), Cllr J Casey, Cllr J Meek, Cllr J Thurston  
Mrs G Robinson, Town Clerk

The Chairman welcomed members of the committee 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. 445/017**

**APOLOGIES**

Cllr D Glanvill (holiday) had sent her apology to the meeting. It was noted that Cllr J Houlden-Banks had not sent any apology to the meeting. It was:

**RESOLVED: That Cllr D Glanvill's apology be duly noted. 446/017**

**RESOLVED: That Cllr D Glanvill's reason for absence be accepted. 447/017**

**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. 448/017**

**ELECTION OF CHAIRMAN**

It was proposed by Cllr Jeff Meek and duly seconded by Cllr John Casey that Cllr Susan Bosomworth be elected as Chairman of the Staffing Committee for 2017/2018. It was

**RESOLVED: That Cllr Susan Bosomworth be elected Chairman of the Staffing Committee for 2017/2018. 449/017**

**ELECTION OF VICE CHAIRMAN**

It was proposed by Cllr John Casey and duly seconded by Cllr John Thurston that Cllr Jeff Meek be elected as Vice Chairman of the Staffing Committee for 2017/2018. It was

**RESOLVED: That Cllr Jeff Meek be elected Vice Chairman of the Staffing Committee for 2017/2018. 450/017**

**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 a recommendation be made to full council that the Staffing Committee's Terms of Reference be accepted for 2017/2018. 451/017**

**STAFF HANDBOOK**

The Clerk had previously issued a copy of the Town Council's Staff Handbook to all members for information. It was

**RESOLVED: That the above information be noted. 452/017**

**BEING A GOOD EMPLOYER**

The Clerk had previously issued a copy of the latest version of 'Being a Good Employer' which had been issued by the National Association of Councils and the Yorkshire Local Councils Association. It was

**RESOLVED: That the above information be noted. 453/017**

**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. 454/017**

Staffing Committee Meeting held on 8 June 2017 continued

**TOWN CLERK/RFO**

Draft Contract of Employment (Statement of Particulars)

The Clerk circulated copies of a draft Contract of Employment (Statement of Particulars) for the new Town Clerk/RFO which had been based on the Model issued by the National Association of Local Councils and the Society of Local Council Clerks. Members checked all the individual details of the document and agreed its content. It was

**RESOLVED: That a recommendation be made to full council that the Contract of Employment (Statement of Particulars) be signed by the Chairman of the Town Council, Cllr Richard Walker and then be sent to the new Town Clerk/Responsible Financial Officer, Mr Tom Clay.**

**455/017**

Commencement Date

The Clerk informed members that Mr Tom Clay would commence his position as the Town Council's Town Clerk/Responsible Financial Officer on Monday 26 June 2017 and there would be a handover period between Gina Robinson and Tom Clay for three weeks to ensure a smooth transition and some training being given. Gina Robinson's last working day would Friday 14 July 2017 before her forthcoming retirement date of 31 July 2017. It was

**RESOLVED: That the above information be noted.**

**456/017**

The Chairman and members of the Staffing Committee thanked Gina Robinson for all her help and assistance throughout the recruitment and selection process for a new Town Clerk/RFO which was much appreciated. It was

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

**457/017**

*The meeting closed at 10.45am*

**Cllr Susan Bosomworth**  
Chairman  
Staffing Committee