



Filey Town Council

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Minutes of the **Staffing Committee** meeting held on **Thursday 20 Sept 2018** in the **Committee Room, Council Offices, 52a Queen Street, Filey, North Yorkshire, YO14 9HE**

Committee Members Present: Councillors Bosomworth, Meek and Glanvill.

Meeting Clerk: David Liddle, Town Clerk

Also Present: No other persons present

Minutes

Number	Item
S12/18	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Cllr Walker- Holiday • Cllr Houlden-Banks – Work • Cllr Thurston- Previous appointment <p>RESOLVED: Committee resolved to note the apologies and accept the reason given for absence.</p>
	<u>Procedural items</u>
S13/18	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
S14/18	<p>Minutes of the meeting held on 21 June 2018 Cllr Glanvill proposed, seconded by Cllr Meek, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
	<u>Business items</u>
S15/18	<p><u>Health and Safety Advisor</u> The Committee discussed the current situation and the state of the existing Health and Safety system and continue to pursue a new officer.</p>



S16/18	<p><u>Training</u></p> <p>a) Town Clerk Training and Induction Status The Clerk stated that he had successfully completed ILCA course and had started the CiLCA course although has received a setback due to an incorrect prospectus being made available and completing the first 4 topics which were now not required. This does not affect the completion as the one to one sessions start in October with the end date remaining. Cllr Bosomworth thanked the clerk for his efforts in completing the course so efficiently.</p> <p>b) Councillor Training The Committee discussed the need for training for all members of the council and staff whether as a refresher or initial exercise.</p> <p>Resolved: The clerk to arrange a training day with YLAC to be held at Filey for the for all councillors and staff giving an overall review of the workings of council following the next Full Council meeting when course content and potential dates to be discussed.</p>
S17/18	<p><u>Exclusion of the press and public</u></p> <p>Cllr Thurston proposed, seconded by Cllr Glanvill, that the press and public be excluded from the meeting during consideration of the next item in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. The item can be treated as confidential as they refer to confidential staffing issues as well as the nature and terms of service of employees.</p> <p>RESOLVED: The proposal received unanimous support and the press and public was excluded.</p>
S18/18	<p><u>Staffing Structure</u></p> <p>The revised Staffing Proposal was considered in detail and was thought to be in the way forward.</p> <p>Resolved: That the clerk would modify the proposal with respect to pulling the time frame ahead, review the working hours of the staff and to communicate with YLCA to ensure that all required procedures would be adhered to.</p> <p><u>Job Descriptions</u></p> <p>The three Job descriptions were discussed and approved in principle with the removal of potentially repeated items and the inclusion of “any other relevant duties” statement added. The roles are to be advertised in Indeed, Yorkshire Post, YLCA and Yorkshire coast radio.</p> <p>Resolved: The committee resolved to approve the Job descriptions with the amendments as stated and to advertise the roles on the 1 November with a closing date of the 16 November with Interviews planned for 11 &12 Dec.</p>



<u>Next meeting</u>	
S19/18	Items for inclusion on the next meeting agenda No additional items were put forward.
S20/18	Date and time of the next meeting Committee to note that the next meeting is to be held on 22 November 2018 in the Committee Room, Council Offices.

Meeting started 10am and closed 11:41am

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Signed:

Print Name:

Print Position:

Date: