



Filey Town Council

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Minutes of the **Staffing Committee** meeting held on **Thursday 21 June 2018** in the **Committee Room, Council Offices, 52a Queen Street, Filey, North Yorkshire, YO14 9HE**

Committee Members Present: Councillors Bosomworth, Casey, Thurston, Glanvill and Walker

Meeting Clerk: David Liddle, Town Clerk

Also Present: No other persons present

Minutes

Number	Item
S1/18	<p>Apologies The following apologies were received:</p> <ul style="list-style-type: none"> • Cllr Meek- Holiday • Cllr Houlden-Banks - Holiday <p>RESOLVED: Committee resolved to note the apologies and accept the reason given for absence.</p>
	<u>Procedural items</u>
S2/18	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
S3/18	<p>Minutes of the meeting held on 10 May 2018 Cllr Glanvill proposed, seconded by Cllr Thurston, 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>



<p>S4/18</p>	<p><u>Election of Chair and Vice-Chair of Staffing Committee</u></p> <p>It was proposed by Cllr Glanvill and duly seconded by Cllr Walker that Cllr Bosomworth be elected as Chair of the Staffing Committee for 2018/2019.</p> <p>Resolved: That Cllr Bosomworth be elected as Chair of the Staffing Committee for 2018/2019.</p> <p>It was proposed by Cllr Bosomworth and duly seconded by Cllr Walker that Cllr Glanvill be elected as Vice-Chair of the Staffing Committee for 2018/2019</p> <p>Resolved: That Cllr Glanvill be elected as Chair of the Staffing Committee for 2018/2019.</p>
<p>S5/18</p>	<p><u>Health and Safety Advisor</u></p> <p>The Committee discussed the current situation and the state of the existing Health and Safety system and the options available to maintain the current high standard.</p> <p>Resolved: That the committee would investigate a replacement under the current arrangement and if an urgent requirement arose the clerk would bring in a consultant.</p>
<p>S6/18</p>	<p><u>Training</u></p> <p>a) Town Clerk Training and Induction Status</p> <p>The Clerk stated that the induction given by the outgoing clerk had been very good in the time available and was confident of the vast majority of the procedures and processes. Having contacts available if any issues arose. Th clerk then went on to explain that training had started with him attending a GDPR course that afternoon. The ILCA course would commence the following week with a view of completing that by the end of July. The CILCA course then to start in August with a planned completion before the end of the year. The clerk understood this was a tough schedule but was ready for the challenge.</p> <p>b) Councillor Training</p> <p>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. Also, the clerk to offer the training to local parish councils.</p>



S8/18	<p><u>Exclusion of the press and public</u> 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>
S9/18	<p><u>Staffing Structure</u> The Staffing Proposal was considered in detail and was thought to be in general an excellent report and a good way forward that could be built on in the months ahead.</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>Next meeting</u></p>
S10/18	<p>Items for inclusion on the next meeting agenda Staffing Structure to take up all of the next meeting.</p>
S11/18	<p>Date and time of the next meeting Committee requested that an additional meeting be called in August to discuss the staffing structure further.</p>

Meeting started 10am and closed 10:37am

Document published on 22 June 2018

Signed:

Print Name:

Print Position:

Date: