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Staffing Cttee 28 June 2021

EARL SHILTON TOWN COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING

Held at 7:00 p.m. on

Tuesday 28 June 2021

*ME Jackson  
Town Clerk*

At *The Independent Chapel, 89 High St.,* Earl Shilton, LE9 7LR.

MEMBERS AND OTHERS PRESENT:

Councillors: Ms D Almey Chairman, Mrs C Coe Deputy Chairman, R Allen (substitute), A Darker and M Leman.

In attendance: Town Clerk: Mr ME Jackson.

Members of public: Nil.

21/001 *Election of a Cttee Chairman and Deputy Chairman for the Civic Year followed by Chairman's welcome and opening remarks.*

The extant Deputy Chairman, Cllr M Leman opened the meeting as required, welcomed members to the first Cttee meeting of the Civic Year especially Cllr Coe. Cllr Leman then called on members to elect a Chairman for the current Civic Year:

**Resolved: Cllr D Almey is elected as Staffing Cttee Chairman for the current Civic Year.**

Cllr Almey thanked members for their support in electing her to the Chairmanship of the Cttee and proceeded to call for an election of a Cttee Deputy Chairman.

**Resolved: Cllr C Coe is elected as Staffing Cttee Deputy Chairman for the current Civic Year.**

21/002 *To receive apologies with reasons for Cllr member absence.*

Cllrs Mrs C Allen and C Ladkin submitted in writing reasoned apologies for absence to the Town Clerk before the meeting and he tabled them as recorded.

**Resolved: to accept the reasoned and tabled apologies for absence by Cllrs C Allen and C Ladkin.**

21/003 *Declarations of interests. To receive disclosures of member's interests, i.e. the existence and the nature of those interests in respect of items on this agenda.*  
**None.**

**Confidential Items – in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the agenda items below by reason of the confidential nature of the business to be discussed and will be requested to withdraw. Members will resolve to go into Private Session. So Resolved.**

Chairman's Initials/Signature

*ME Jackson*


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2020/21

21/004 To receive and approve as a true record the minutes of the Staffing Cttee meeting held on 23 March 2021.  
**Resolved:** to accept as a true record of the meeting of 23 Mar 21 the draft minutes circulated to Cttee Members before the meeting and tabled at this meeting.

21/005 To review Staff sick absences, workload and contractual consequences including:

a. Resignation due to personal needs.

REDACTED 

**Noted and received.**

b. Recruitment of a full time replacement and or temporary covers.

REDACTED 

c. Current/future staffing/ways of working verses workload peaks, holidays, sick absences expected and training needs.

REDACTED 

**Noted and received.**

d. Relevant late items. **None.**

21/006 To consider appointing a staff member to the title of Deputy Clerk - brought forward, as planned, from the last meeting.

Members discussed this prestige only appointment for the current Office Clerk. Members considered her CiLCA qualification, (in an amazing dedicated 6 months of distance learning); the effective use her growing experience and the willing way she promotes the Council's needs whilst helping colleagues with their workload too.

Chairman's Initials/Signature  2

2020/21

**Resolved: to appoint the Office Clerk to the prestige job title of Deputy Clerk forthwith.**

- 21/007** To review the pay scale point for a staff member – brought forward, as planned, from the last meeting.

Whilst the matter was sympathetically discussed at some length; circumstances and time will need to be considered and passed before a material balanced decision may be made.

**Noted and received.**

- 21/008** To review the Staffing Cttee's Terms of Reference (ToR) – recommendation to Full Council.

**Resolved: to make some minor renewal amendments to the current ToR and recommend them to Full Council for ratification as required.**

- 21/009** Pay award for 2021/22 for all staff as a cost of living addition - Local Government Employers Association offer of a 1.5% increase across the board of all grades.

The Town Clerk as Responsible Finance Officer (RFO) tabled documents that show the Local Government Employers have offered a 1.5% cost of living, (across all SCPs), pay rise w.e.f. 01 Apr 21 to trade unions. Additionally, proofs were given to members that this year's ESTC precept includes such a provision for an up to 1.5% Staff pay rise.

**Resolved: to award to Staff any NJC cost of living pay increase announced for up to and including the NJC 1.5% backdated to 01 Apr 21. Any such current year NJC increase awarded for more than 1.5% will have to go back to Full Council for consideration.**

**Last Item**

**End of Private Session.**

**The meeting closed at 7.36 p.m. with the Chairman thanking members for their attendance and contributions.**

