

*ME Jackson*  
TOWN CLERK

**EARL SHILTON TOWN COUNCIL**  
**MINUTES of the STAFFING COMMITTEE MEETING**

Held at 7.00 p.m. on **Tuesday 17 July 2018**  
At *The Stute*, Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: R Phelps (Chairman), K Lapsley, M Lemman, P Statham and M Tebbett.

In attendance: Town Clerk – Mr ME Jackson.  
Members of public – nil.

18/025. *Chairman's welcome and opening remarks.*

The Chairman welcomed members to the meeting and proceeded to the agenda.  
**Noted and received.**

18/026. *To receive apologies for member absence.*  
Cllr Mrs CM Coe.

**Resolved: to accept the apology for absence for the reason notified to the Town Clerk in advance of the meeting.**

18/027. *Declarations of interests. To receive disclosures of individual member's interests, i.e., the existence and the nature of those interests in respect of items on this agenda. None declared.*

**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. The Cttee must resolve to move into private session. So resolved.**

18/028. *To receive and approve as a true record the minutes of the Staffing Committee meetings held on 19 June 2018.*

**Resolved: that the minutes of the Staffing Cttee meeting held on 19 Jun 18, as tabled, are accepted as a true record of that meeting.**

18/029. *To consider the vacant appointment of Office Clerk short and long term plus any legacy matters received from e.g. the Council's HR Consultant.*

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*With Council's payroll function for July 2018.*

b. Secondly, the advertisements for a temporary and permanent Office Clerk were discussed at length.

**Resolved: that the Town Clerk is to place the advertisements for both vacancies in the next available issue of the Leics & Rutland Assn of Local Councils 'Friday Round Robin' publication. The remuneration baseline for both posts is to be the NALC NJC official LC2, Scale Point 26 rate of £23,866 p.a. The permanent post is a full time post of 37 hours per week but the temporary post may be pro rata at 35 hours per week if negotiated. Additionally, the Clerk may investigate local commercial employment agencies particularly for a temp but the financial ceiling all up will be pro rata £23,866 for all costs.**

18/030 To consider the current situation and remedy for Groundcare team staffing as follows:

a. Operative 1 - long term sick absence update.

The Clerk informed members that this staff member was still awaiting twin track diagnosis/prognosis from NHS consultants. Accordingly, the referral to an

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understanding of Council throughout this process to date. Overall he remains in good humour despite his issues. **Noted and received.**

b. Operative 2 - sick absence record since 2018 appointment.

The Town Clerk reported the current and cumulative excessive sick absence, mostly not work related, for this individual. Members discussed the options and implications of this disappointing development and took note of the advice from Council's retained HR Consultant regarding the matter.

**Resolved: to continue to monitor the situation coupled with professional HR advice.**

c. Operative 3 – intermittent sick absence.

The Chairman and Clerk reported details of recent interviews with the individual and current professional HR advice given. **Noted and received.**

d. Discuss hiring of a temporary staff member for the remainder of the growing season or similar strategy.

The Clerk briefed members about the possible availability of an individual that may be available to fill in as a temp for sick absence related gapped posts.

**Resolved: to allow the Town Clerk to make contact with this potential temp.**

18/031 To discuss various staff probation period reports for more than one person.

Long, detailed and heartfelt debate as well as examination of the facts took place amongst members.

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**End of Private Session. The meeting closed at 8.55 p.m. with the Chairman thanking members for their attendance and contributions.**