

EARL SHILTON TOWN COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.15 p.m. on

Tuesday 14 February 2017

At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: R Phelps (Chairman), Ms D Bailey, P Statham and M Tebbett.

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

1. *Chairman's welcome and opening remarks.*

The Chairman welcomed members; then proceeded to the agenda.

Noted and received.

2. *To receive apologies for member absence.*

Cllrs M Leman and K Olgeirsson. ***Resolved: to note and accept the apologies for absence.***

3. *Declarations of interests. To receive disclosures of members' 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.

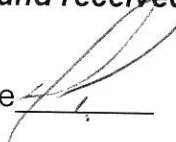
4. *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 13 December 2016.*

Resolved: to approve the minutes of the Staffing Committee Meeting of the 13 December 2016 as a true record of proceedings. The Chairman duly signed the minutes.

5. *To review a draft wording and content of recommended future staff contracts.*

The Chairman of the Cttee briefed members on the work in progress regarding the draft *Terms and Conditions of Employment* produced by Council's retained HR Consultants. Various points were already highlighted in the 19 page document that will have to be adapted to meet the particular needs of ESTC. Additional points were made by members also. It was agreed through the Chairman that a future informal and or formal meeting with more time and perhaps a single focus will refine the document required by ESTC. The overall intention will be to update all staff contracts including existing employees. ***Noted and received.***

Chairman's Initials/Signature



6. *To receive staffing matters from Cttee members through the Chairman's discretion.*

a. Authorisation of routine staffing matters. The Cttee directed the Town Clerk to ensure that they were to be kept fully informed of routine staffing matters such as holidays, TOIL and sick absence. The Cttee are to sign-off the latter for the Town Clerk and the Town Clerk is to sign-off holidays etc for the remainder of the staff as their line-manager unless contentious. The Chairman suggested the Cttee and Clerk may wish to consider in the near future trialling time management software such as ALPACA to which he received a positive response. **Noted and received.**

b. Office Clerk's request for permission to attend a LRALC CiLCA first principle based 3 day modular course. The Town Clerk detailed the whys and wherefores of the course content and re-iterated the costs to Council. Members quizzed the Clerk as to the necessity of the course and asked why this had not been completed before embarking of the CiLCA specific training. The Clerk replied that the Office Clerk's contracted CiLCA training revealed a weakness with fellow students who, by means of sometimes years of experience, have a better grasp of first principles and that the LRALC course, (one day of which will be a Saturday), will address this training gap. With hindsight the courses could have been better ordered though the timing would have proved difficult given individual circumstances, e.g. the Office Clerk's start date of 30 August 2016 and her need to finish the course to which she was already committed. ~~This led members to ask whether or not the Office Clerk was being over committed to work and study. The Clerk informed members that the Office Clerk was adamant that she was absolutely engaged with fulfilling her contractual obligation, i.e. to successfully complete the CiLCA qualification in the time frame stipulated and that she will be grateful for Council's continued support in achieving this aim.~~ Additionally the Town Clerk stated that he did not feel the cost was prohibitive as underspends elsewhere in the precept/budget will make up for the apparent overspend on staff/cllr training. The Chairman expressed his concern that whilst the amount for this additional training cost is quite small, we are over budget for training this year already and so all spend must be carefully considered.

Resolved: to allow and pay for the Office Clerk's LRALC 3 modular day Clerks Course.

7. *To discuss progress of current staff Personal Development Reviews (PDR).*

The Town Clerk stated that on return from his holiday week on 23 February 2017; completion of staff PDRs will be one of his top priorities.

Noted and received.

End of private session and Confidential Items.

The meeting closed at 7.20p.m. with the Chairman thanking members for their attendance and contributions.

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