

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.00 p.m. on
Tuesday 16 January 2018
At *The Stute*, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

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

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

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

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

2. *To receive apologies for member absence.*
None received.

3. *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.

4. To consider a belated *point of order* amendment(s) to the minutes of the Staffing Cttee held on 12 October 2017.
Resolved: to expunge any reference of the meeting 'going into private session'.
5. *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 21 November 2017.*
Resolved: to approve the minutes of the Staffing Cttee meeting of the 21 November 2017 as a true record of proceedings.
(The Chairman duly signed the minutes).
6. *To consider the implications and possible welfare actions needed for the management of the continued long term sick absence of a member of staff.*

The Town Clerk briefed Cttee members about continued welfare interview contact with the member of staff on long term sick absence. The person is clearly not well and unable to return to work. Evidence of ongoing medical treatment (e.g. 2x future Consultant's appointments) has been submitted to the Clerk as line manager. Cttee members discussed the issues in the round to formulate the best possible plan for first and foremost the wellbeing of the individual concerned and the needs of the Council.

Resolved: the Town Clerk is to gain the formal consent of the staff member on long term sick absence to arrange for an Occupational Health examiner (OHE) to review their individual issues. The potential OHE will be one recommended by Council's retained HR Consultant and the professional costs will be fully borne by Council.

7. Choice of candidate for the Council's Groundcare Apprentice Scheme. To note, receive and, if appropriate, ratify the Selection Panel's choice of individual from interviews held on 12 Jan 18.

Interview Panel members, Cllrs Phelps and Tebbett briefed the meeting as to who is and about the preferred candidate for the post of ESTC Groundcare Apprentice. The Town Clerk produced a briefing note containing contract information from the Training Officer at Brooksby Melton College and his own supplementary costings. Simply put, the cost implications for the preferred candidate will be more than expected and so to the question of paid hours to be allocated to the Groundcare Team as a whole. So both matters it was felt will have to go back to Full Council.

Resolved:

a. **That Cllr Tebbett and the Town Clerk 2nd interview the preferred candidate on Fri 19 January 2018 to confirm an hourly rate of pay above the £3.50 minimum that was originally costed for.**

b. **Following on from 7. a. above, recommend to Full Council on 13 February 2018 the terms and conditions of service, including hourly rate of pay and hours for the Groundcare Apprentice.**

8. To discuss latest progress for staff Personal Development Reviews (PDR) and contracts.

a. The Town Clerk explained that he will turn more of his attention to PDR and contracts shortly once the priority of setting Council's precept is 'put to bed'.

Noted and received.

b. Members discussed the renewed offer, (already resolved/costed for), and now acceptance of full time hours for a member of the groundcare team.

Resolved: to instigate the said full time hours for this outdoor staff member with effect from 01 February 2018.

9. To consider Indoor Staff training requests for the year commencing 01 April 2018.

Cttee members were asked to consider a detailed written list of LRALC day courses requested by the Office Clerk for the next training year at a total cost of £190.

Resolved: to grant the Office Clerk's training days request as listed and costed.

End of Private Session.

The meeting closed at 7.25 p.m. with the Chairman thanking members for their attendance and contributions.