

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING

Held at 7:00 p.m. on
Thursday 10 September 2020
Vide remote/virtual means on the Zoom.us information systems (IS) platform.

MEMBERS PRESENT:

Councillors: K Lapsley, Chairman, M Lemman, Deputy Chairman,
R Allen* and Ms D Almey.

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

20/009 Cttee Chairman's welcome and opening remarks.

Cllr Lapsley welcomed members as usual and thanked them for supporting him by attending the meeting.

Noted and received.

20/010 To receive apologies for member absence.

Cllrs Mrs C Allen and Mrs C Coe submitted in writing to the Town Clerk their good reasons for absence in advance of the meeting. These apologies and reasons were recorded by the Town Clerk and brought forward to the meeting for consideration.

Resolved: to accept the tabled apologies for absence from Cllrs Mrs C Allen and Mrs C Coe as stated and recorded by the town Clerk.

20/011 *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.*

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.

20/012 To receive and approve as a true record the minutes of the Staffing Committee meeting held on 16 June 2020 as issued to members prior to the meeting.

Resolved: that the minutes of the Staffing Cttee meeting held on 16 June 2020, as tabled, are accepted as a true record of that meeting.

20/013 To receive an update on any legacy legal matters, (including property damage), regarding a former staff members and or a personal injury claim.

a. Potential personal injury claim by a former Cllr – there is no update from ESTC's insurer.

- b. ESTC truck damage to the Methodist Church Hall caused by a former ESTC employee – there is no update from the ESTC Church Landlords.
- c. Ongoing Employment Tribunal - A date of Wed 21 Oct 20 has been set. Former Cllr [REDACTED] will attend on behalf of ESTC as their final Respondent witness following on from his supplementary witness statement already submitted to Councils Solicitor. [REDACTED]; will be supported by Town Cllrs and the Clerk. A written judgement by Royal Mail will then be issued by the ET Judge.

Items a to c inclusive, noted and received.

*Point of order: Cllr R Allen joins the meeting at 7.06 p.m. at the start of agenda item 2014. 20/014

20/014 To review and discuss staff:

- a. Sick absences. Members were briefed by the Town Clerk as follows:
 - i) Employee [REDACTED] with breathing difficulties and chest pains. Further consultant's investigations continue however COVID19 remains ruled out and lung disease might not be the issue also [REDACTED] heart is in good shape. [REDACTED] remains at work, full time, happy in [REDACTED] work and is re-assured that can request reasonable adjustments if he feels the need.
 - ii) On 07 Sep 20 employee [REDACTED] cut [REDACTED] hand at work. Pure accident. No negligence. One week on sick absence then work from home or on light duties till return to full fitness. The Town Clerk is to carry out 'return to work' interview procedure.

Noted and received.

- b. Future roles, appointments and remuneration. Two staff members are under consideration.
 - i) [REDACTED] **Salary.** The [REDACTED] was hired on Scale Point (SCP) [REDACTED] in the *Scale Range* – below '*substantive range*' and has since, because of performance, been appointed, with effect 01 Sep 20, to SCP 22. No upper limit SCP has been fixed because of the history surrounding this role. Cttee Members will be asked to at the next precept round to consider the upper SCP for this individual. This consideration will include:
 - Continued performance levels.
 - Where in the *substantive benchmark range* any upper SCP limit might be set, (if at all), in the context of deepening and widening the role to include financial accounting and planning matters to name but two areas of work.
 - Keeping a lasting sensible pay differential with that of the role of the Town Clerk.

Role Appointment. In conjunction with salary, the [REDACTED] should be considered for the role appointment of [REDACTED]. Although not strictly linked to salary it will be seen as part of the deepening and widening of this individual's progression in that as a CiLCA qualified Clerk: [REDACTED] should be able to e.g. deputise formally for the Town Clerk on occasions such as Clerk to a Full Council meeting.

Career Progression. Related to and within the same time scale for the revue of salary and role appointment, i.e. end of 2020 into early 2021, plus given the likely [REDACTED] of the current Town Clerk sometime

* REDACTED
JR

between the * t and € * should the Cttee Chairman also perhaps with other members of the Cttee interview the (*) to ascertain her ambitions and attitude to working towards becoming the next ESTC Town Clerk? In other words not only will this be the individual's career progression management but a first step to Town Clerk succession planning for Council.

ii) REDACTED JR individual was appointed to his current role in Jan 20 on SCP 9 and has been made a permanent employee after serving his normal probation period. The * , two immediate predecessors were appointed on SCP * and * respectively in the role appointment of *Head of Groundcare*. The (performance is a REDACTED JR Cllrs are pleased with his results which are self-evident. There is a REDACTED JR The stability of a 2 person full time

REDACTED
JR

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c. On Fixed Term Contracts (FTC). Having awarded permanent staff employees the NJC 2020 pay award of 2.75% backdated to 01 Apr 20 Cttee members decided a motion regarding the current FTC employee.
Resolved: to award the FTC employee a 2.75% pay award in line with his colleagues backdated to the start of his contract (24 Jul 20).

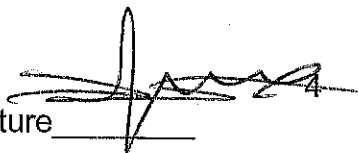
End of Private Session.

The meeting closed at 7.50 p.m. with the Chairman thanking members for their attendance and contributions.

Chairman's Initials/Signature KL

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Chairman's Initials/Signature _____

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2020/21