

Earl Shilton Town Clerk

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING
Held at 6.15 p.m. on Tuesday 14 August 2018
At The Stute, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: R Phelps (Chairman), Mrs CM Coe (Deputy Chairman),
K Lapsley, M Leman, P Statham and M Tebbett.
In attendance: Town Clerk – Mr ME Jackson.
Members of public – nil.

18/032. *Chairman's welcome and opening remarks.*

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

18/033. *To receive apologies for member absence. None received.*

18/034. *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. (See item 18/036 below).*

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.

18/035. *To receive and approve as a true record the minutes of the Staffing Committee meetings held on 17 July 2018.*
Resolved: that the minutes of the Staffing Cttee meeting held on 17 July 18, as tabled, are accepted as a true record of that meeting.

18/036. *To consider the Office Clerk appointment matters, viz., legacy issues, temporary appointment and permanent post applications.*
Declarations of interest:
Cllr M Tebbett is closely related to the recently appointed part-time temporary Office Clerk. (This post was openly advertised, applied for, independent references taken and not 'canvassed' for in any way. The motion to resolve to recruit a Temporary Office Clerk was made at Cttee agenda item 18/029 b.).
Cllr K Lapsley is closely related to a potential candidate for the permanent appointment for the Office Clerk. (Closing date not until 28 Aug 18 and therefore not discussed during this agenda.).

Legacy Issues: a solicitor acting for a former employee has submitted a compensation claim in an email to Council.

Resolved:

1.

REDACTED JTC

2. *To inform Council's insurers*

3.

1

4.

REDACTED TC

A temporary Office Clerk has been appointed and is likely to remain in post until at least the end of October 2018.

Noted and received.

The Town Clerk informed members that 7 application packs to date have been despatched to potential candidates. Completed applications are beginning to be received.

Noted and received.

18/037 *To consider the current situation and remedy for Groundcare team staffing as follows:*

a. *Operative 1 - long term sick absence update post 12 Aug 18 elective medical procedure, results of scans and GP's informal advice.*

The Town Clerk was happy to report that

REDACTED TC

comfortably at home, has shared tea with colleague and received a get well card from all at the Council.

Noted and received.

b. *Operative 2 - sick absence record since 2018 appointment, contract*

REDACTED TC

c. *Operative 3 – intermittent sick absence and to consider the latest HR Consultant's professional contract advice.*

REDACTED JTC

18/038 *To discuss a holiday application from a member of staff.*

The member of Staff has tacitly withdrawn their application by informing Council of their wish to retire in the near future to devote more time to family commitments.

Resolved: to accept the letter stating the staff members wish to retire soon with understanding warmest appreciation by all members of the Committee.

Resolved: to make appropriate arrangements for the staff member's retirement including drafting a suitable job vacancy advert for the post.

End of Private Session. The meeting closed at 7.29 p.m. with the Chairman thanking members for their attendance and contributions.

