

EARL SHILTON TOWN COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING

Held at 7.00 p.m. on Tuesday 22 August 2019

At the ESTC Office, 21, Wood St., Earl Shilton, LE9 7NE.

My Jackson
Town Clerk

MEMBERS PRESENT:

Councillors: K Lapsley, (Chairman), M Leman, (Deputy
Chairman), Ms D Almey, Mrs CM Coe & B Granger

In attendance: Town Clerk – Not applicable on this occasion.
Members of public – nil.

19/001 *Election of a Chairman and Deputy Chairman for the Civic Year and any opening remarks.*

Resolved: Cllr K Lapsley and Cllr M Leman were voted in as Cttee Chairman and Deputy Chairman respectively.

Both members were congratulated on their appointments and thanked for their commitment to these two important roles.

19/002 *To receive apologies for member absence.*

Cllrs: Mrs C Allen and R Allen.

Noted and received.

19/003 *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.

19/004 *To receive and approve as a true record the minutes of the Staffing Committee meetings held on 12 Mar 19.*

Resolved: that the minutes of the Staffing Cttee meeting held on 12 March 2019, as tabled, are accepted as a true record of that meeting.

19/005 *To receive an update on any legacy legal matters regarding a former staff member and or a personal injury claim.*

Cllr Coe reported that there was no further update since that given at the Full Council Meeting of 13 Aug 19.

Noted and received.

19/006 *To review and discuss the Groundcare team probation interview process held on Tues 06 Aug 19.*

Members who were not part of the probation interviews were briefed through the Chairman, and a discussion ensued including the late information received from the Head of Groundcare regarding the damage to an item of machinery.

Resolved: That the Groundcare Operative should attend an informal interview with the Town Clerk and Head of Groundcare, about the need for major improvement. That the Operative should not use any of the mowing equipment until the Head of Groundcare had produced daily check lists for machinery. That these check lists should be produced immediately.

Late item: To discuss the invitation from ESiB for a member of the Groundcare Team to attend the EMIB Seminar in February 2020

Members agreed that further information was needed to assess what effect this could have on the good working of the team. Among other things concern was expressed with regard to working Winter Hours and the length of the day at the Seminar. It is suggested that this information is provided to the LPCOS Committee.

Noted and received.

19/007 To consider staff and councillor training requests in particular the Office Assistant's request.

Members confirmed that they wholeheartedly approved the Office Clerk's request for CILCA Training, which had been accepted by Full Council at the meeting on 13 August 2019. Members discussed the request by the Office Assistant to attend Councillor Training to allow her more insight into the work and responsibilities of Members. The Chairman suggested that there should be more training in carrying out staff appraisals. Cllr Almey said that she had been trained in this capacity and was willing to take on this role for the Staffing Committee.

Resolved: to agree the request from the Office Assistant to attend LRALC 'basic' Council training at a cost of £40 from the office staff training budget for this current financial year.

19/008 To remind and acquaint members of the Cttee terms of reference plus councillor and staff reciprocal working relationships.

REDACTED

TOWN CLERK

REDACTED

Ray
TOWN CLERK

Noted and received.

End of Private Session.

The meeting closed at 8.10 p.m. with the Chairman thanking members for their attendance and contributions.



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Chairman's Initials/Signature _____

2019/20

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Chairman's Initials/Signature KA