

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING
Held at 6.00 p.m. on **Tuesday 13 March 2018**
At *The Stute*, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: R Phelps (Chairman), Mrs C Coe, 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.*
Cllr Ms D Bailey, (Cllr Mrs C Coe as formal substitute as per Standing Orders)
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 receive and approve as a true record the minutes of the Staffing Committee meeting held on 13 February 2018.*
Resolved: to approve the minutes of the Staffing Cttee meeting of the 13 February 2018 as a true record of proceedings. (The Chairman signed the minutes).
5. *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 cllrs about recent line manager contact with the staff member who continues to be long term sick absent. In particular, the Clerk referred to salary payments from the middle of March 2018 onwards and a series of medical appointments notified to him by the staff member and placed on the confidential p-file of the latter.

Noted and received.

6. *To discuss the contract implications of a member of staff passing their CiLCA qualification, viz.:*
 - *Pay Scale Point W.E.F. 01 Mar 18 and 01 Apr 18; see Agenda Item 7 below.*
 - *Possible change of appointment title and effective date.*
 - *SLCC membership from 01 Apr 18.*

Chairman's Initials/Signature RTD

After due discussion and consideration Cttee members moved the following motion.

Resolved:

1. **The Cttee warmly congratulate the Office Clerk on her achievement of obtaining a CiLCA 'pass' thus fulfilling one of her contract requirements.**
2. **That the Office Clerk is granted, as per her contact, NJC Pay Scale LC2, Scale Point ● with effect from 01 March 2018.**
3. **The Office Clerk is not granted the appointment title of 'Deputy Clerk' until further consideration has been made by members in coming months ahead.**
4. **SLCC individual subscription for the Office Clerk will not be paid by Council as a matter of course following CiLCA qualification.**

7. *To discuss draft staff PDRs for 2017/8 as tabled, in general and in particular to discuss Pay Scale Points for 01 Apr 18.*

With the exception of the Town Clerk's report, members discussed in the round the PDRs presented to the Cttee. Decisions were made regarding the pay scale points with effect from 01 April 2018.

Resolved: (to be redacted from the public ESTC website version);

8. *To receive an update regarding the probation interview for the Head of Groundcare, (Fri 02 Mar 18). (Subject to redaction of the public website version)*

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Noted and received.

9. *To receive an update regarding the process of hiring a Groundcare Apprentice.*

Members were informed that, due to staff sickness at Brooksby Melton College the candidate for the apprenticeship could not be assessed for numeracy and literacy until Wed 21 Mar 18.

Noted and received.

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