

EARL SHILTON TOWN COUNCIL

MINUTES of the STAFFING COMMITTEE MEETING

Held at 7:00 p.m. on

Monday 27 February 2023

At the Public Library, Wood St, Earl Shilton, LE9 7NE.

MEMBERS AND OTHERS PRESENT:

Councillors: Cllr M Leman, Chairman, Ms D Almey, Mrs A Burton (substitute), B Granger and C Ladkin.

In attendance: Town Clerk: Mr ME Jackson.
Cllr Mrs G Granger
Members of public: Nil.

- 22/001** *Election of a Cttee Chairman and Deputy Chairman for the Civic Year followed by Chairman's welcome and opening remarks.*

Cllr M Leman was nominated and seconded to be elected Cttee Chairman for the remainder of the current Civic Year.

Resolved: Cllr M Leman is elected as Staffing Cttee Chairman for the remainder of the current Civic Year. Additionally, due to the short lead time up to and including the May 2023 Term elections and the need for a May 2023 Annual Meeting of Council it was decided not to appoint a Deputy Cttee Chairman at this time.

Cllr Leman was congratulated on his appointment and thanked for his commitment. Cllr Leman then proceeded to the agenda below.

- 22/002** *To receive apologies with reasons for Cllr member absence.*

Cllr Mrs C Allen submitted in writing a reasoned apology for absence to the Town Clerk before the meeting and he tabled it as recorded.

Resolved: to accept the reasoned and tabled apology for absence by Cllr C Allen.

- 22/003** *Declarations of interests. To receive disclosures of 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. Members will resolve to go into Private Session. So Resolved.

22/004 To receive and approve as a true record the minutes of the Staffing Cttee meeting held on 28 June 2021.
Resolved: to accept as a true record of the meeting of 28 Jun 21 the draft minutes circulated to Cttee Members before the meeting and tabled at this meeting.

22/005 To consider the Fixed Term Contract (FTC) of a groundcare staff member for conversion to a permanent contract with effect from 01 Mar 23. Additionally, to consider the FTC period as time served in lieu of a 6 month probationary period.

Redacted performance and team suitability during the last 6 months was discussed and examined at length as well as his future potential.

Resolved: to convert *Redacted* contract to a permanent one at NALC Scale Point 6 with effect from 01 March 2023 *Redacted* probation period being deemed as served.

22/006 To consider a 2023 succession planning programme for the appointments of Town Clerk and Deputy Clerk.

Redacted performance, experience and qualifications gained since being employed by the Town Council in October 2018 were discussed in detail. The discussion then progressed to *Redacted* potential and suitability to be offered the internal promotion to Town Clerk with effect from 01 October 2023 when the incumbent retires on 30 September 2023.

Resolved:

- 1. *Redacted* will be formally offered in writing the appointment of Town Clerk with effect from 01 October 2023 subject to contract and TACOS. On receipt of *Redacted* written acceptance of the appointment see the recruitment steps below.**
- 2. To recruit a Deputy Clerk either CiLCA qualified or having potential and expectation to be so after 12 to 18 months of ESTC employment within the following stepped time table:**

- Advertise the post in late May 2023.**
- Selection interviews in early July 2023.**
- Start date Monday 04 September 2023.**

Point of order: Cllr B Granger requested that his vote against the internal promotion of *Redacted* be recorded in these minutes.

22/007 To review contractual Scale Point (SCP) salary increases for staff who are eligible and deserving.

Members and the Clerk discussed the need to consider SCP increments for staff with effect from the 01 April 2023, i.e. the usual contracted annual review date. Also considered were those who were in or just finishing a probation period, qualifications gained or not, SCP ceilings and performance over the last year or since an individual's employment start date.

Resolved: SCP increases are to be awarded with effect from 01 April 2023 as follows:

~~Redacted~~

Last Item

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 

