

[Handwritten signature]
TOWN CLERK

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING
Held at 6.30 p.m. on Tuesday 11 September 2018
At The Stute, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

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

18/039 *Chairman's welcome and opening remarks.*

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

18/040 *To receive apologies for member absence. Cllr M Tebbett for the good reason submitted to the Town Clerk before the meeting.*
Resolved: to accept the apology for the reason recorded by the Clerk.

18/041 *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. Cllr L Lapsley if the candidates for interview, (14 Aug 18), for the post of Office Clerk are discussed in item 18/043 b. [after note: N/A.]*

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.

18/042 *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 14 August 2018.*
Resolved: that the minutes of the Staffing Cttee meeting held on 14 August 18, as tabled, are accepted as a true record of that meeting.

18/043 *To consider the Office Clerk appointment matters, viz., legacy issues, temporary appointment and permanent post applications.*

a. Legacy Issues: a solicitor

REDACTED

Noted and received.

b. The interview panel for the vacant post of Office Clerk will sit on Fri 14 Sep 18 consisting of 3 Staffing Cttee Members and 3 candidates have been shortlisted.

Noted and received.

c. **Resolved: the Temporary Office Clerk may, now that the Office Assistant has retired, move up to 37 full time weekly hours as mutually**

beneficial to employer and employee. Additionally when the permanent Office Clerk is in post the Temporary Office Clerk may fulfil the role of Office assistant until that post too is recruited.

d. Resolved: that the Clerk for Huncote/Croft may deputise for a couple of hours per day for the Town Clerk when the latter is out of the country for 3 weeks in October.

18/044 To consider the current situation and remedy for Groundcare team staffing as follows:

a. *Replacement staff for current gapped post - hours to be worked and starting rate of pay and scale point range.*

Cttee members were briefed that the staff resignation tendered last month has now been finalised in accordance with professional advice and no further communications have been made since the exit interview. There followed a detailed debate as to what arrangements should be made to recruit staff to bring the Groundcare team back up to strength and who and what should be the shape of the first line supervision of that team.

Resolved: operative should be offered the temporary 'secondment' to Senior Groundsman for a trial period of a maximum of 12 months with the aim and objective of ascertaining whether or not he could be suitable for promotion to Head of Groundcare. Initially the secondment will attract a salary scale point of LC (a pay increase) and if the secondment remains in place after 6 months the scale point will be reviewed based on performance in the role of Senior Groundsman.

Resolved: to recruit a 37 hour full time groundcare operative to the gapped post within a salary range of scale point to depending on qualifications and experience.

b. *Operative sick absence and now return to work interview plus necessary adjustment required till full recovery is achieved.*

REDACTED

Noted and received.

c. *Operative long term sick absent – to consider professional advice regarding future capability issues and request for reports.*

Noted and received.

d. *Discuss hiring of a temporary staff member for the remainder of the growing season or similar strategy.*

The Town Clerk suggested to Cttee Members that, as at the last Cttee meeting, they may wish to consider some form of short term groundcare works cover but this time from a known/proven contractor.

Resolved: the Town Clerk to discuss the matter with the seconded Senior Groundsman if appointed.

18/045 *To discuss actions following the given notice retirement of a member of the indoor staff.*

Resolved: to make appropriate arrangements to fill the role of Office Assistant including:

- ***Drafting a suitable job vacancy advert for the post.***
- ***The post remains a 16 hours per week pro rata appointment.***
- ***5 day week: Mon & Fri 3.5 hrs with Tue, Wed and Thurs 3 hrs.***
- ***Either a 9 or 9.30 start.***
- ***Starting Scale Point up to and including point , subject to performance.***
- ***Toil by the hour/part hour for evening note taking and attending programmed ESTC events.***

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

