

**EARL SHILTON TOWN COUNCIL**  
**MINUTES of the STAFFING COMMITTEE MEETING**

Held at 6.00 p.m. on  
**Tuesday 11 April 2017**  
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: R Phelps (Chairman), 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 and thanked them for their support and participation in the successful *Staff Personal Development Review (PDR)* interview process that took place on Thursday 06 April 2017.

***Noted and received.***

2. *To receive apologies for member absence.*

Cllr Ms D Bailey.

***Resolved: to note and accept the apology for absence.***

3. *Declarations of interests. To receive disclosures of members' 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 14 March 2017. A member suggested the insertion of the word 'provisionally' into the minutes at agenda item 6. The word should be inserted into the resolution between day and Thursday.*

***Resolved: to approve the minutes, (including the one word amendment), of the Staffing Committee Meeting of the 14 March 2017 as a true record of proceedings.*** The Chairman duly signed the minutes and initialled the amendment.

5. *To receive, review and set, post personal interview, (06 April 2017), staff Personal Development Reviews (PDRs).*

Chairman's Initials/Signature RM

The Chairman stated how pleased he was with the success of process thanking fellow members for their support interviewing personnel and the Town Clerk for organising the facilities so well. The Chairman gave members a résumé of all the interviews detailing some of the points made by Staff and interviewing Members. The Chairman tabled to members and the Town Clerk his interview notes and asked the latter to take from the notes points to be included into what will be the next draft of the PDRs. The Chairman pointed out that the Town Clerk's PDR interview was due to be held on the morning of Monday 24 April 2017 and that he will be grateful if other members will take part too. Cllr M Tebbett duly volunteered his services.

***Noted and received.***

6. *To consider individual staff awards for the 2017 NJC staff pay scale point increases with effect from 01 April 2017 (Cttee Terms of Reference, para 3. ix. refers).*

The Cttee discussed Council's outline policy for award of scale point increases for staff. At the request of a Cttee member the Town Clerk left the meeting room at 6.24 p.m. Mr Jackson was invited back into the meeting room at 6.52 p.m. whereupon he was asked by members if consideration of scale point increases for all the staff had been built into the Council precept for the financial year 2017/18. The Clerk demonstrated that any scale point pay increases were included in the Full Council approved precept calculation. Mr Jackson voluntarily left the meeting room at 7.05 p.m. and was invited back into the meeting room at 7.16 p.m.

***Resolved: that all staff members will move up one scale point on the NJC 2017 salary award table with effect from 01 April 2017.***

7. *To receive an update from the Town Clerk regarding recruitment, (applications), for the vacant post of Head of Groundcare Staff.*

The Town Clerk informed members that two application packs had been issued in hard copy and two by electronic means. Hopefully this will result in meaningful completed applications. The member suggestion to use the *Indeed* web based recruitment site is proving effective.

***Noted and received.***

8. *To receive staffing matters from Cttee members through the Chairman's discretion.*

A member asked the Chairman if the revised full contract of employment for staff has been completed to which the Chairman replied that it was still work in progress.

***Noted and received.***

***End of private session and Confidential Items.***

The meeting closed at **7.21p.m.**, with the Chairman thanking members for their attendance and contributions.