

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

Held at 6.00 p.m. on  
**Tuesday 14 March 2017**  
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

**MEMBERS PRESENT:**

Councillors: Ms D Bailey, M Leman, P Statham and M Tebbett  
(Deputy Cttee Chairman).

In attendance: Town Clerk – Mr ME Jackson.  
Members of public – nil.

1. *Chairman's welcome and opening remarks.*

The Deputy Chairman welcomed members, in the absence of the Chairman took the Chair for the meeting and proceeded to the agenda. **Noted and received.**

2. *To receive apologies for member absence.*

Cllr R Phelps:

**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 February 2017.*  
**Resolved: to approve the minutes of the Staffing Committee Meeting of the 14 February 2017 as a true record of proceedings.** The Chairman duly signed the minutes.

5. *To discuss resolving the end of the Office Clerk's probation period.*

Members discussed with the Town Clerk in detail the performance, (with apparent strengths and weaknesses), of the Office Clerk as demonstrated by her over the past 6 months of her contracted probation period. The members agreed that the Office Clerk's probation period has been served by a more than satisfactory performance. The Cttee's extant Terms of Reference were checked and members agreed that they, (as a Cttee), are empowered to confirm this staff appointment as permanent.

**Resolved: to appoint the Office Clerk on a permanent basis.**

6. *To receive staff draft Personal Development Reviews (PDRs).*

Chairman's Initials/Signature RJW

The Town Clerk produced for Cttee members draft staff 2016/17 PDRs as directed to the Town Clerk by resolution at the 08 November 2016 meeting. Cttee Members were informed by the Town Clerk that the staff had participated in and were aware of the content of their draft PDRs.

**Resolved: that members of the Staffing Cttee will conduct 'one to one' staff interviews during the working day Thursday 06 April 2017.**

*PROVISIONAL ACCY PJA*

7. To consider provisional 2017 NJC staff pay scale point increases with effect from 01 April 2017.

The Town Clerk asked members to consider in due course, (during April 2017 meetings), granting scale point increases to staff as per the NJC 2017 published rates based on PDR evidence for each individual. **Noted and received.**

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

a. Members were informed that, subject to final ratification, the Office Clerk has successfully passed her NVQ Level 2 Qualification in Business Administration. In June 2017 the Office Clerk will be invited to a *Town & Gown* graduation ceremony to receive her diploma. **Noted and received.**

b. Members were asked to consider financial support to a Groundsman for driver training and qualification. The Town Clerk produced costs from a local provider and members discussed investing in staff training for the forthcoming year 2017/18 and the merits of the individual concerned.

**Resolved: to authorise 10 driving lessons and test costs for a sum total of £287.** (N.B. the cost of car hire for the test is to be borne by the staff member and he is to undertake the lessons in his own time.)

c. Cttee Membership and Terms of Reference (TOR). Members have been in email communication regarding the vacancy in their number caused by an understandable member resignation. Additionally the meeting discussed the TOR and the need for amendment as best practice.

**Resolved: firstly to not fill the vacant place on the Cttee until the May 2017 Annual Meeting of the Town Council. Secondly, with only one minor amendment, i.e. changing the number of members to six from five as resolved at the 2016 Annual Full Council; the TOR should be ratified by the Chairman's current signature and date as extant.**

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

The meeting closed at 7.25p.m., with the Chairman thanking members for their attendance and contributions.