

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.00 p.m. on
Tuesday 13 December 2016
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

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

In attendance: Town Clerk – Mr ME Jackson.
Office Clerk – Ms KE Miller.
Members of public – nil.

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

The Chairman welcomed members; then proceeded to the agenda.

Noted and received.

2. *To receive apologies for member absence.*

Cllr K Olgeirsson (personal reasons).

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.

4. *To note the dates for the start/cost (£190) of the Office Clerk's contracted CiLCA training; and, additionally, the proposed cost (£35) for a ½ day 'minute taking' course for Cttee approval.*

The Town Clerk outlined the Office Clerk's CiLCA training needs and answered Cttee members' questions plus concerns regarding this aspect of her employment.

Resolved: to endorse and support the Office Clerk's contractual obligation to attempt to gain the CiLCA qualification within 18 months of the commencement of her employment.

The Town Clerk explained to Cttee members that the Office Clerk wished to attend the LRALC ½ day course so that her necessary skill set will be enhanced.

Resolved: to approve this £35 staff training course for the Office Clerk.

Chairman's Initials/Signature RTP

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.

5. *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 08 November 2016.*

Resolved: to approve the minutes of the Staffing Committee Meeting of the 08 November 2016 as a true record of proceedings.

The Chairman duly signed the minutes.

6. *To discuss a motion/recommendation to Full Council regarding the end of the Town Clerk's probation period.*

The Town Clerk and Office Clerk withdrew from the meeting at 6.20 p.m. and were invited back into the meeting at 6.50 p.m.

Resolved: to make a recommendation to Full Council as required by the Committee's terms of reference regarding Town Clerk's probation period ending 13 December 2016.

7. *To receive a report from the Town Clerk regarding the future staff cost model for the Council's outdoor staff with supporting documents such as job descriptions, (person specifications and draft contracts to follow or be tabled on the night).*

The Town Clerk took members through a detailed outdoor staff cost model that may be adopted in the financial year 2017/18. In particular, the Clerk highlighted the figures that may be required for next year's precept that will be decided in January 2017. Additionally the Clerk submitted to Cttee members a draft job description for a potential Head of Groundstaff with the promise of a person specification etc. to follow. There followed a short question and answer session. **Noted and received.**

8. *To discuss a motion to adopt a staff Personal Development Review 'template'.*

Members briefly discussed the template that had previously been circulated by the Town Clerk and the consensus is that it is more than a good starting point that can be easily developed in the future.

Resolved: to adopt the suggested proposed personal development review template.

End of private session and Confidential Items.

The meeting closed at **7.29p.m.** with the Chairman thanking members for their attendance and contributions. (Next meeting date (January 2017) and time tbc).