

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.30 p.m. on
Thursday 12 October 2017
At *The Stute*, Station Rd., Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: R Phelps (Chairman), K Lapsley, M Leman, P Statham
and M Tebbett (Deputy Chairman). Members of public – nil.

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

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

2. *To receive apologies for member absence. **None received.***
3. *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. **None received at this stage. See agenda item 5.g. below for Cllr R Phelps.***
4. *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 22 August 2017.*

There followed a discussion by Cttee members about the 2 draft versions of these minutes, how they were circulated and especially when and how any form of declaration of interest should be made by a member or a member challenged to make a declaration. In essence, all members of the Cttee will be clear in future that the onus is on them, even in cases of doubt, to make a declaration of interest whether or not they are challenged at the time of the meeting.

Resolved: to approve the minutes of the Staffing Cttee meeting of the 22 August 2017 as a true record of proceedings. For the sake of transparency, Cllr R Phelps wished to have his abstention from this vote recorded. (The Chairman duly signed the minutes).

5. *To receive Staffing matters from Cttee members through the Chairman's discretion.*
 - a. The Chairman apologised to members that he could not update them regarding *actions-on* from the last meeting/minutes. The Chair and Town Clerk did have an email exchange on the 03 October however no agreed brief was drawn up.
 - b. Staff Time Off in Lieu (TOIL). The Chairman stated to members that he will provide them with a current year list of Staff TOIL accrued and taken.
 - c. A member(s) raised the point that certain staff were now on 37 hour (full time) contracts however TOIL was still being accrued by these staff employees so what is the reasoning behind these facts? No definitive conclusions were drawn.
 - d. Cllr Tebbett reported that he had recently attended a LRALC 'Finance' course and recommended the training to his fellow Cttee members.
 - e. Staff Personal Development Reviews (PDR). The Chairman informed members that the Town Clerk will be looking at this task shortly as timing for PDRs is due. Cllr

Tebbett stated that he would like to check the forms being used as he feels that 'last years' do not contain sufficient information.

- f. Town Clerk's immediate priority workload. This was discussed and outlined as:
- The Accounts: to present a ½ year package for the Internal Auditor on 24 October, The Finance & Policy Working Party and members in general.
 - As per June 2017 resolution and for the Internal Auditor on the 24 October, updated drafts of Council's *Standing Orders*, *Financial Regulations* and *Risk Assessment* (internal controls and Governance).
- g. Cllr Lapsley posed the question about wi-fi in the Town, in particular could Council look into appointing a student volunteer to work on the ESTC website and the ES Business Forum proposed leaflet; (Cllr Phelps declared a pecuniary interest regarding his membership of ESBF at this point)? Cllr Lapsley will consider taking forward a website sub-cttee, looking at Ashby de la Zouch Town Council's *InTouch* website, perhaps speak to the latter with a view to emulating good structures plus look at costings.
- h. The Chairman stated he will ask Council's retained HR Consultant for examples of Key Performance Indicators (KPIs) for the Town Clerk and other members of staff, e.g. Accounts reporting, Policies & Terms of Reference, Risk Assessments, Cemetery works and others? Cllr Lapsley stated that he feels members have to give 'better guidance' to staff so that they can be better supported by Council to achieve aims and objectives.

Cllr M Leman leaves the meeting at 7.45 p.m.

i. Cllr Tebbett stated he feels that the Town Clerk should as line manager produce the KPIs for staff and he also feels that members should see if they can take on specific projects as individual or group *task and finish* assignments. The Cttee Chairman will raise the suggestion with the Town Clerk. Until mid-November it is acknowledged that the Town Clerk has already had his priorities set for him. At a future meeting the Town Clerk will be invited to discuss the topic of staff hours *versus* TOIL and the Office Clerk's role in carrying out the ESTC payroll function; i.e. is she competent or will she require more training. AND RTP

j. Cllr Tebbett asked if the Town Clerk has submitted the Apprentice Scheme application to Brooksby Melton College yet? The Chairman did not know the answer to this question.

All points noted and received.

The meeting closed at **8.10p.m.**, with the Chairman thanking members for their attendance and contributions.

THESE NOTES WERE RECORDED BY ROB PHELPS & PUT INTO THIS FORMAT BY MARK JACKSON RTP

INFORMAL 2ND NOV MEETING RTP

Chairman's Initials/Signature RTP