

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING
Held at 6.45 p.m. on Tues 26 November 2019
At The Stute, Station Rd., Earl Shilton, LE9 7GA.


MEMBERS PRESENT:

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

19/016 *Chairman's welcome and opening remarks.*

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

19/017 *To receive apologies for member absence.*

Cllrs Mrs C Allen and R Allen submitted to the Town Clerk/Full Council Chairman with reasons their written and last minute telephone apologies for absence in advance of the meeting. These apologies and reasons were recorded by the
Town  Clerk and brought forward to the meeting for consideration.

Resolved: to accept the tabled apologies for absence from Cllrs Mrs C Allen and R Allen as stated and recorded.

19/018 *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.*

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.

19/019 *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 19 September 2019 as issued to members prior to the meeting. Resolved: that the minutes of the Staffing Cttee meeting held on 19 September 2019, as tabled, are accepted as a true record of that meeting.*

19/020 *To receive an update on any legacy legal matters regarding a former staff member and or a personal injury claim. None.*

19/021 *To review and discuss outstanding Groundcare Team member probation periods that are due for decisions:*

a. *The Groundcare Operative who commenced employment 25 Mar 19.*

Based on members' observations from across Full Council members, Cttee interviews and the views of the Town Clerk as line manager, all are agreed that

the performance and conduct of this staff member are worthy of permanent status effective immediately.

Resolved: this staff member has passed his probation period forthwith.

- b. The Head of Groundcare who commenced employment 03 Jun 19.

REDACTED AS A 'PRIVATE SESSION' ITEM
MINUTE DETAILING PERSONAL MATTERS
NOT FOR PUBLIC INTEREST.


TOWN CLERK

19/022

To review, discuss and possibly decide the staff pay scale point increments applicable with effect 01 Apr 20 based on draft staff reports.

By using the Clerk's Staff Cost Model, recent Staff interviews by the Cttee Chairman and monitoring of individual and collective performance/conduct; the Cttee discussed and decided pay Scale Points for the Financial Year 2020/21.

Chairman's Initials/Signature KL

Additionally, as regards staff reports, the Cttee Chairman having reviewed the full LRALC model appraisal scheme templates recommended to Cttee members the adoption of this scheme and in particular the adoption of SMART objectives for staff appraisals going forward.

Resolved: Staff NJC Scale points for the FY 2020/21 will be awarded as follows:

Town Clerk	SCP 32	-	no change: ceiling reached.
Office Clerk	SCP 20	-	one up.
Office Assistant	SCP 4	-	one up.
Head of Groundcare	SCP 13	-	See minute 19/022 b. above.
Groundcare Op 1	SCP 7	-	one up.
Groundcare Op 2	SCP 6	-	no change: 11 Nov 19 starter.

Resolved: to adopt the LRALC staff appraisal model forthwith.

19/023 *To discuss staffing element precept planning for the Financial Year 2020/21.*

Members discussed the Town Clerk's Staff Cost Model in the light of pay SCPs to be awarded, the guesstimated Local Government Employers' cost of living percentage award of 2% and likely staff changes outlined in minute 19/022 b. *etc*

Resolved: after adjustments pointed out by members, the Town Clerk may present the revised Staff Cost Model to the Finance & Policy Working Party for the next Precept building process.

19/024 *To review the recruitment process for a Groundcare Operative in October 2019.*

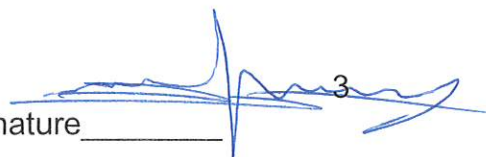
Members were informed by the Town Clerk that the process has gone well, the new operative has made a good start and impression so far. As at Full Council, those members who contributed to the sifting and interview process were thanked for their positive commitment and dedication.

Noted and received.

End of Private Session.

The meeting closed at 7.47 p.m. with the Chairman thanking members for their attendance and contributions.

Chairman's Initials/Signature _____



2019/20

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