

EARL SHILTON TOWN COUNCIL  
MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.30 p.m. on Monday 10 December 2018  
At The Stute, Earl Shilton, LE9 7GA.

MEMBERS PRESENT:

Councillors: R Phelps (Chairman), Mrs CM Coe (Deputy Chairman), K Lapsley, M Leman and M Tebbett.

In attendance: Town Clerk – Mr ME Jackson.

Members of public – nil.

18/060 *Chairman's welcome and opening remarks.*

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

18/061 *To receive apologies for member absence. Cllr P Statham for the good reason submitted to the Town Clerk before the meeting.*  
**Resolved: to accept the apologies for the reasons recorded by the Clerk.**

18/062 *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.**

18/063 *To receive and approve as a true record the minutes of the Staffing Committee meeting held on 13 November 2018.*  
**Resolved: that the minutes of the Staffing Cttee meeting held on 13 November 2018, as tabled, are accepted as a true record of that meeting.**

18/064 *To:*  
a. *Review/discuss indoor and outdoor staff contracts.*  
Members reviewed the contracts of employment and key terms and conditions of all staff currently employed by ESTC. It is noted that all staff have been issued with the 66 page Policies & Procedures Handbook and that all staff, except the Town Clerk, are on the 'Personnel & Advice Solutions Ltd' template contract which is based on the NALC template. The Town Clerk's contract is also based on the NALC template as taken from the LRALC website in mid-2016. Members indicated they are content with the findings of this review and no further action is currently required/planned. Cttee Cllrs may enlist the services of Personnel & Advice Solutions Ltd to carry out a full audit of staff contracts however this is to be discussed as an agenda item at the next Staffing Cttee meeting.

b. *Review of all (current staff) P-files.*

The findings of members are as for minute 18/064 a. above. Additionally, the Town Clerk was passed a p-file template of suggested contents produced by *Personnel Advice & Solutions Ltd* for future use.

c. *Apprentice working update.*

REDACTED

Town Clerk

[a., b. and c.] **Noted and received.**

Point of order: Mr Jackson agreed to leave the meeting at the request of the Chairman and Cttee members before item 18/064 d. was discussed. Mr Jackson left at 7.12 p.m. and did not return to the meeting.

d. LPCOS meeting complaint received from a member.

Members discussed the complaint and decided a motion as follows:

**Resolved: to delegate to Cllrs R Phelps and Mrs C Coe the process of discussing the complaint with the Town Clerk and to report their findings back to the Cttee in due course.**

**18/065** To receive, note, action and or recommend actions for any legacy legal issues (already) in progress including late items received.

***Nothing to note and receive.*** (Point of order – this item was dealt with by the Chairman and Cttee members prior to agenda item 18/064).

**End of Private Session. The meeting closed at 8.30 p.m. with the Chairman thanking members for their attendance and contributions.**