

**Earl Shilton Town Council**  
**Minutes of the Staffing Committee meeting**  
**Held at 7pm on Tuesday 22 May 2018**  
**At The Stute, Earl Shilton**

**Members Present:**

Councillors: R Phelps(chairman), Mrs C Coe, K Lapsley,  
M Tebbett(dep chairman),P Statham, M Leman.

- 1 Chairmans welcome:
- 2 Election of Committee chairman and deputy.  
  

**Resolved** that R Phelps be elected as chairman and C Coe as deputy.  
**Resolved** that Minutes in the absence of the Town Clerk or officer would be taken by P Statham.
- 3 Apologies for member absence:  
None
- 4 Declarations of interest:  
None.
- 5 To consider the progress of reviewing formal Council policies and procedures.

A meeting of the Financial working party is being held 23/05/18 specifically to undertake this review.

- 6 To consider the terms of reference of the Staffing committee.

The following amendments are to be recommended for resolution to Full Council:-

No2 Membership: '....shall have up to 6 members appointed....'

- i. ....'selection of all staff except the Town Clerk.'
- vi. to read 'For the preparation and submission of budget proposals in respect of salaries of all staff and the training of indoor/office staff to the Council as stated in Financial Regulations.
- ix. to read 'To consider and recommend pay awards and increments.'
- xiii. '....under GDPR and the model....'

**It was resolved to move into Private Session.**

- 7 To receive and approve as a true record the minutes of the Staffing Cttee meeting held on 13<sup>th</sup> March 2018 as a true record. So resolved.

RTP

- 8 To consider the implications and possible welfare actions needed for the management of the continued long term sick absence of a member of staff.

An update of the member's current medical situation and that he continues on sick leave.

**Resolved** that we now progress forward with the review process for the member to be referred for examination by the Occupational Health Officer.

- 9 To discuss the concern(s)/unhappiness with terms and conditions of service expressed to one or more Cttee members by a particular member of staff.

Specific matters of dissatisfaction with certain decisions taken by Staffing Committee had been raised by the member which were fully discussed.

**Resolved** that the member would be informed in writing of the committee's reasoning for their decisions by the Staffing Chairman.

- 10 To discuss an informal (conduct) complaint made by a member of staff against the Town Clerk.

The member had agreed for this matter to be investigated as an informal complaint. Interviews were held by four <sup>staff</sup> members of the Staffing committee immediately following which both the member and the Town Clerk expressed satisfaction with the outcome. *by TC*

The member also brought to attention unsatisfactory toilet and sanitary arrangements for female office staff. Difficulties exist owing to the facilities being shared with the preschool and the safeguarding issues necessary for their occupation. The issue has been discussed with the Methodist Church who have agreed to undertake a practical solution.

- 11 To discuss the implications of recent conjoint staff holiday/sickness and Office staffing.

Difficulties had arisen during a recent period of staff shortage due to holidays coinciding with unexpected absence through sickness. It became apparent that adequate contingency arrangements for such eventualities were not in place **Resolved** that this will be discussed with the Town Clerk to prevent future reoccurrence.

- 12 To consider staff hours of work.

The annual total number of contracted hours by ground care staff is insufficient on the basis of 37hrs per week. It is recognised as an unintended miscalculation. Advice on the procedure for changing ground care staff contracts is being sought from our HR consultant. The chair of LPCOS suggested that the working hours be the same throughout the year.

**Resolved** that ground care staff hours to be 7.30-3.30 Mon-Thurs, 7.30-3.00 Fri.

*RTP*

**Resolved** that it is not an option to work through lunch breaks and that a minimum of 30mins break must be taken by all staff working over 6hours per day.

**End of Private Session. The meeting closed at 9.10pm**

**Next Meeting: June 19<sup>th</sup> 2018 at 7pm**

RTP

