

*ME Jackson
Town Clerk*

EARL SHILTON TOWN COUNCIL
MINUTES of the STAFFING COMMITTEE MEETING

Held at 6.30pm on Tuesday 23rd October 2018
At The Stute, Earl Shilton, LE9 7GA

Members Present:

Councillors: R Phelps(chairman), Mrs C Coe(deputy chairman), K Lapsley, P Statham, M Leman.
Members of the public – nil.

18/046 Chairman's welcome and opening remarks.

The Chairman welcomed members to the meeting and proceeded to the agenda. In the absence of the Town Clerk it was
Resolved that Cllr Statham would record the minutes.

18/047 To receive apologies for member absence

Cllr M Tebbett, existing known health issues.

18/048 Declarations of interests

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 Committee must resolve to move into private session. So resolved.

18/049 To receive and approve as a true record the minutes of the Staffing Committee meeting held on Tues 11 September 2018.

Resolved: that the minutes of the Staffing Cttee meeting held on 11 September 2018 are accepted as a true record of that meeting.

18/050 To receive an update on indoor staff situation.

The Chairman reported that the new Office Clerk had been appointed and commenced in post 22nd Oct 2018.
The vacant position of Office Assistant had only been partially advertised with limited response to date. The current Temporary Office Assistant had expressed interest in the position.

Resolved: that the Office Assistant position be advertised on 'InDeed' and to suggest that the Temporary Office Assistant submits an application.

RTP CHAIRMAN

It was noted that due to the recent and current office staff shortages it was understandable that this has caused workload issues.

Resolved: that the current temporary Office Assistant should be retained on current full time hours on a month by month basis to be reviewed once the vacancy position is secured.

18/051

To consider the current situation and remedy the Groundcare team staffing as follows:

- a) Update on outdoor staffing situation. *REDACTED GTC*
The Chairman reported that *[initials]* had responded very positively to his temporary seconded position and was displaying genuine enthusiasm in this role. Areas for training where required are being explored and appropriate courses will be identified prior to a meeting held in November.
- b) *GTC* Replacement staff update:
For applications for Groundcare operatives have been received. Closing date being Oct 29th.
- c) Review of Groundcare Operative following return to work after sickness absence.

REDACTED GTC

Resolved: that there are no objections with! *REDACTED GTC*

- a) Operative long-term sick absence.

Resolved: to accept the medical advice provided by his personal GP that

[initials] *REDACTED GTC*
In line with advice from our HR consultant, a meeting would be arranged with *[initials]* as soon as possible to finalise matters.

18/052

[initials] *REDACTED*
To receive update regarding the following:

- a) Legacy legal issues:
An update was provided by the Chair of Council.

REDACTED GTC

Resolved: that the letter written by our HR consultant outlining the Councils position be forwarded to *REDACTED GTC*

- b) Recruiting temporary or permanent staff for gapped appointments:
Discussed within 18/051.
- c) Staff adjustments to reasonable terms and conditions of service:
Not discussed.

End of Private Session & Confidential Items.

RTP *CHAIRMAN*