

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 9 JUNE 2008

Present : Cllr Mrs A Newbury (in the Chair), Cllr C Hodgson, Cllr G Johnson,  
Cllr D Murton, Cllr R Walker and Cllr Mrs M Wright.  
Mrs G Robinson, Town Clerk

#### NOTICE OF MEETING

**RESOLVED : That Public Notice of the meeting had been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.** 356/08

#### APOLOGIES

All members of the Staffing Committee were present at the meeting.

**RESOLVED: That this information be noted.** 357/08

#### DECLARATIONS OF INTEREST

**RESOLVED : That it be noted no declarations of interest were received.** 358/08

#### ELECTION OF CHAIRMAN

It was proposed and duly seconded that Cllr Mrs A Newbury be elected as Chairman of the Staffing Committee for 2008/2009.

**RESOLVED : That Cllr Mrs A Newbury be elected Chairman of the Staffing Committee for 2008/2009.** 359/08

#### ELECTION OF VICE CHAIRMAN

It was proposed and duly seconded that Cllr C Hodgson be elected as Vice Chairman for 2008/2009. Cllr G Johnson was proposed but this was not supported, upon being put to the vote it was

**RESOLVED : That Cllr C Hodgson be elected Vice Chairman of the Staffing Committee for 2008/2009.** 360/08

#### TERMS OF REFERENCE

Members had previously been circulated with a copy of the Terms of Reference for the Staffing Committee which was agreed by the Full Council on 14 May 2008. The Chairman stated that a review of all council committee's Terms of Reference should be undertaken by each new committee at their first meeting after the Annual Council Meeting and asked for the committee's acceptance of the Terms of Reference. Cllr G Johnson wished it to be recorded that he did not agree with delegated powers for committees. The Clerk confirmed that the council could delegate its functions to committees under the **Local Government Act 1972 section 101 (a)**. A lengthy discussion took place regarding the above during which Cllr C Hodgson challenged Cllr G Johnson in the respect that he was using threatening behaviour towards the chairman and committee members. The Clerk stated that the Terms of Reference can be reviewed at any time throughout the year and recommended to the full council. After further prolonged discussion Cllr G Johnson stated that he would fully accept the Staffing Committee's Terms of Reference and upon being put to the vote it was unanimously agreed by all members to accept the Terms of Reference. It was

**RESOLVED: That the Staffing Committee's Terms of Reference be accepted by the Staffing Committee for 2008/2009.** 361/08

#### EXCLUSION OF PRESS AND PUBLIC

**RESOLVED : That under the Public Bodies (Admission to Meetings) Act 1960, members of the press and public are excluded for the following items of business in view of the confidential nature of engagement and terms of service of employees.** 362/08

## Staffing Committee Minutes from meeting held on 9 June 2008 continued

### TEMPORARY STAFF CONTACT OF EMPLOYMENT

The Clerk circulated to members copies of the draft contract of employment for the Temporary Clerical Assistant and this was checked and approved and recommended for signature by the Chairman of the Council. It was

**RESOLVED: That the Staffing Committee approve the above temporary contract of employment and two copies of this are to be signed by the Chairman of the Council and issued to the employee with one copy to be returned duly signed and retained by the Council.**

363/08

### STAFFING UPDATE

The Clerk updated members on a recent employment legislation training course which she had attended in Hambleton, Selby. The course was delivered by Bethan Osborne, Human Resources Advisor to the Society of Local Council Clerks, the first half dealt with the reasons for the high turnover of clerks and whether employment policies and procedures were being implemented by Town and Parish Councils. The second half of the course concentrated on new employment legislation particularly disciplinary and grievance, managing sickness, working time directive, maternity/paternity/adoption leave, statutory right for time off and age discrimination. It was also highlighted that councils should have the following policies in place, Grievance Policy, Disciplinary Policy, Information Technology Policy, Leave (sickness and other) Policy, Dignity at Work (anti Bullying and Harassment) Policy, Age Discrimination Policy, Equal Opportunities Policy, Disability Discrimination Policy and Health & Safety Policies. The Clerk stated that she would be reviewing the council's policies in line with recommendations from the SLCC and would ensure that new policies would be brought before the Staffing Committee and any existing policies are revised if necessary for inclusion in the Staff Handbook. The Clerk updated members on the 2008/2009 pay award which had not yet been agreed. The Clerk informed members of her progress on the CiLCA (Certificate in Local Council Administration) training course and requested that during week commencing 23 June 2008 she complete the course by taking one week's study time and this was agreed to by members providing adequate cover was available in the office. The Clerk informed members of the procedure to be followed under the age discrimination law for a member of staff who was approaching retirement age and the procedure to write to the member of staff was agreed by members. It was

**RESOLVED : That the above information be noted and the verbal report to the Staffing Committee be accepted and action be taken upon as agreed.**

364/08

Cllr C Hodgson wished to thank all members of the council staff for their helpfulness in carrying out their roles and responsibilities and this was endorsed by the whole committee. It was

**RESOLVED: That this information be noted and the Clerk thank all members of staff on behalf of the Staffing Committee.**

365/08

*Cllr G Johnson apologised to the Chairman and all members of the Staffing Committee for the prolonged delays at the start of the meeting when discussing the Terms of Reference.*

Cllr Mrs A Newbury  
Chairman