

FILEY TOWN COUNCIL

STAFFING COMMITTEE HELD ON 13 AUGUST 2009 AT 2.00PM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton (arrived 2.08pm)
Cllr R Walker and Cllr Marion Wright, Mrs G Robinson, Town Clerk

Also present: Cllr S Cross
Mr E Pinder, Honorary Archivist, Mrs P Reeve, Community Funding Advisor

The Chairman welcomed Mr E Pinder and Mrs P Reeve to the meeting.

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.

543/09

APOLOGIES

Cllr C Hodgson had sent apologies (Borough elections) and Cllr Julie Viles (ill health) to the meeting. It was

RESOLVED: That Cllr C Hodgson and Cllr Julie Viles apologies be accepted.

544/09

DECLARATIONS OF INTEREST

RESOLVED : That it be noted no declarations of interest were received.

545/09

ARCHIVE FUNDING BID

The Chairman invited Mr Pinder, Honorary Archivist to speak and he outlined proposals for a project called 'Your Family' Your Home' Your Filey' which would incorporate studies of families, buildings and the general history of Filey. Mr Pinder circulated a copy of the specialist staffing requirements for the project to Members for consideration and stated that he wished to apply to the Heritage Lottery Fund and the Esmé Fairburn Foundation for funding for the project. Mrs Reeve informed Members that a statutory body such as the Town Council would not be eligible for funding from the Esmé Fairburn Foundation but suggested that Filey Museum be approached to consider setting up a steering group to manage the project and working in partnership with the Town Council and other community groups. Mrs Reeve in her role as a Community Funding Advisor would then be able to offer funding advice to the management group. After discussion it was

RESOLVED: That Cllr R Walker (Filey Museum Representative) and Mr E Pinder (Honorary Archivist) make a verbal approach to Filey Museum regarding pursuing this project further.

546/09

VETTING AND BARRING SCHEME

Members had previously been circulated with information regarding new legislation to be introduced by the Government in November 2010 for a Vetting and Barring Scheme which will protect children and vulnerable adults. Members considered the huge implications for this scheme for any employee or volunteer working with young people or vulnerable adults. Mrs Reeve advised the Town Council to identify people who may need to be vetted but not to take any action until nearer the time, she also advised that Contractors should be made aware of their responsibility to consider this new legislation. It was

RESOLVED: That the above information be noted and employee's and volunteers working with the Town Council be identified.

547/09

The Chairman thanked Mr Pinder and Mrs Reeve for attending the meeting and for their input and they left the meeting at this point.

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. 548/09

STAFFING UPDATE

The Clerk informed members of the current backlog of workload due to staff sickness, she stated that staff appraisals and personal training development plans were still outstanding, the new filing system had been completed but the backlog of filing was still to be carried out. The Clerk and Members thanked Mrs Hall for undertaking this mammoth task to update the council's filing system. The Clerk and Deputy Clerk would be attending a 'First Aid for Appointed Persons' in the near future. Discussion took place regarding a lone working procedure for staff working on their own, should this occur members of staff were to be instructed to close the office and inform the Chairman of the Staffing Committee forthwith. The Clerk informed Members of the final pay offer for 2009 made by the Employers side of the NJC which still needs to be accepted. An invitation had been received for an Elected Member to join the North Yorkshire Pension Fund Advisory Panel but this was not accepted due to the meeting being held in Hambleton. The Clerk advised Members that the next employment policies to be revised/created would be Disciplinary, Grievance and Lone Working Policies. The Clerk had obtained information from an external company which provided Employment Law/Health & Safety support service and this was noted for information and requested to be kept on file. The Chairman informed Members confidential correspondence had been received and this was circulated and noted for information. After discussion it was

RESOLVED: That the above information be noted. 549/09

The meeting closed at 4.10pm

Cllr Mrs A Newbury
Chairman
Staffing Committee