

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE 7 MAY 2009

Present : Cllr Mrs A Newbury (in the Chair), Cllr C Hodgson, 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.** 253/09

#### APOLOGIES

Cllr G Johnson had sent apologies to the meeting due to a work commitment. It was  
**RESOLVED: That Cllr G Johnson's apologies be accepted.** 254/09

#### DECLARATIONS OF INTEREST

**RESOLVED : That it be noted no declarations of interest were received.** 255/09

#### 2008/2009 NATIONAL FINAL SALARY AWARD FOR LOCAL COUNCILS

The Clerk circulated copies of the National Final Salary Award for Local Councils for 2008/2009 which reflected an increase of 2.75%, the Clerk stated that 2.45% had previously been agreed as an interim award and paid earlier in the year and therefore the additional 0.3% had been paid to members of staff prior to 31 March 2009 within the 2008/2009 budget. It was

**RESOLVED: That the 2008/2009 National Final Salary Award for Local Council be accepted.** 256/09

#### NYCC LOCAL GOVERNMENT PENSION SCHEME

##### Employer Discretion Policy

##### Discretionary Compensation Policy

The Clerk had previously circulated copies to members of the NYCC Employer Discretion Policy and the NYCC Discretionary Compensation Policy together with introductory notes. The Clerk informed Members that it was a statutory requirement for each employer within the NYCC Local Government Pension Scheme to provide discretionary policies to NYCC. A template had been provided by NYCC for small employers to adopt and submit to NYCC. After discussion it was

**RESOLVED: That a recommendation be made to full council to adopt the North Yorkshire County Council template for Filey Town Council's Employer Discretion Policy and Discretionary Compensation Policy for submission to North Yorkshire County Council.**

257/09

##### NYCC Local Government Pension Scheme Forms

The Clerk informed Members that a signatory on behalf of the Town Council had to be agreed to sign all NYCC Pension forms and this needed to be updated on an annual basis. As the Proper Officer to the Council the Clerk would normally act as the signatory but as the Clerk was a recipient of the Pension Scheme it was felt more appropriate that all pension forms should be signed by the Chairman of the Council. It was

**RESOLVED: That the nominated signatory for all NYCC Local Government Pension Scheme Forms is the Chairman of the Town Council and signature details are to be provided to NYCC each year after the Annual Council Meeting.**

258/09

#### TRAINING STATEMENT OF INTENT 2009-2013

Members had previously been circulated with a copy of the Training Statement of Intent 2009-2013 which had been submitted for Quality Status Re-Accreditation. Members considered the content and the commitment to delivering its Training Statement of Intent over the next four years which would then be evaluated in 2013 at the next re-accreditation for Quality Status. Members considered how to identify training needs for both staff and members of the Council and whilst mechanisms were in place to identify training needs for staff through the staff appraisal and personal staff development/training plans there was a gap in identifying the needs of training requirements for members of the Council.

**TRAINING STATEMENT OF INTENT 2009-2013 continued**

It was agreed to recommend to full council that a training needs analysis form be sent out to Members which would include areas of training which they would find beneficial to enhancing their role and responsibilities as a Town Councillor. It was agreed that all training should be attractive, convenient and enjoyable. It was

**RESOLVED: That a recommendation be made to full council that a Members training analysis be undertaken and evaluated by the Staffing Committee to comply with the Training Statement of Intent 2009-2013.**

259/09

**PUBLIC SECTOR EQUALITY DUTIES**

Members had been circulated with a copy of a letter from the Equality and Human Rights Commission together with an advice booklet. Members considered the content of the information provided and noted that this important piece of legislation would become effective in the latter part of 2011 and accepted the council had a responsibility to implement any changes to its policies and services as necessary to comply with the legislation. Further information would be provided by the Equality and Human Rights Commission to help the public sector prepare and manage the transition to the new equality duty. It was

**RESOLVED: That the above information be noted.**

260/09

**TOWN COUNCIL EMPLOYMENT POLICIES**

Sickness Absence Policy (new policy)

Employee Sickness Absence Guidelines (new guidelines)

Equal Opportunities Policy (updated from existing policy)

Disability Discrimination Policy (updated from existing policy)

Members had previously been circulated with copies of all of the above policies and considered the content of each policy in detail. The new Sickness Absence Policy and Employee Sickness Absence Guidelines were welcomed. Members were in agreement that the draft policies be recommended to full council for approval after consultation with all members of staff had taken place. It was

**RESOLVED: That the Clerk arrange consultation with members of staff regarding all the above draft Policies and Guidelines for comment prior to being recommended to full council for acceptance.**

261/09

**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.**

262/09

**DEPUTY TOWN CLERK**

Members had previously been circulated with a letter of request from the Deputy Town Clerk to extend her retirement date. Members recognised the loyal and valued service Mrs Prentice had given to the town council over many years and in particular over the past year when she had worked additional hours to cover for staff sickness and welcomed her request to work beyond her normal retirement date. It was agreed to extend Mrs Prentice's contract of employment for a period of one year until August 2010 and she be asked to make further requests to the Staffing Committee on an annual basis to work beyond this date. It was

**RESOLVED: That the Deputy Town Clerk's contract be extended for a period of one year from August 2009 until August 2010 and that subsequent requests to work beyond this date be made to the Staffing Committee.**

263/09

**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.**

264/09

**STAFFING UPDATE**

Staffing Budget 2008/2009

The Clerk informed Members that under £100 of the Staffing Contingency Budget for 2008/2009 had been utilised due to the Council reclaiming a large proportion of Statutory Sick Pay which had helped to offset additional hours expenditure to cover for long term sickness and that there was a small amount of flexibility in the pay award (2.75%) from the estimated figure (3%). Members welcomed this information.

Pay Award 2009/2010

Information had been received from the Yorkshire Local Council Association that the Employers' Side of the National Joint Council for Local Government Services had made an offer of an across the board pay increase of 0.50% but this had not yet been agreed.

Staff Training

The Clerk informed Members that two places had been booked for First Aid for Appointed Persons courses for the Clerk and Deputy Clerk. Health & Safety training for all staff was ongoing with the Health & Safety Risk Advisor.

Member Training

A training session had been organised with the Yorkshire Local Council Association for the new Power of Well Being on 3 August 2009 and in order to be able to utilise this new power as a Quality Council 80% of members need to be trained on the new legislation which would equate to 11 members undertaking this training.

Staff Appraisals

The Clerk informed members that staff appraisals would be conducted in July/August.

Insurance

Members were informed by the Clerk that a claim had been forwarded to the insurers.

Staff Team

The Clerk stated that she had welcomed the Administrative Assistant back to work this week after her period of incapacity and the staff team were now back to full strength. Members wished to pay tribute to the Clerk, the Deputy Clerk and the Temporary Clerical Assistant for their dedication and commitment to undertaking additional hours and workload over the past months to cover for staff sickness. Members also paid tribute to Ms Smith who had provided voluntary assistance to the office staff which was much appreciated and also to Cllr C Hodgson for undertaking administrative work for the Safety Committee and the Cultural Link Working Party.

It was

**RESOLVED: That the above information be noted.**

265/09

Cllr Mrs A Newbury  
Chairman