

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE HELD ON 27 OCTOBER 2009 AT 2.00PM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton, Cllr Julie Viles  
Cllr R Walker and Cllr Marion 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. 721/09**

#### APOLOGIES

Cllr C Hodgson had sent apologies to the meeting due to a work commitment. It was  
**RESOLVED: That Cllr C Hodgson's apologies be accepted. 722/09**

#### DECLARATIONS OF INTEREST

**RESOLVED: That it be noted no declarations of interest were received. 723/09**

#### 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. 724/09**

#### STAFFING MATTERS

##### Disciplinary and Grievance Policies

Members had previously been circulated with the Town Council's existing Disciplinary and Grievance Policies together with updated model procedures which the Clerk had received from the Society of Local Council Clerks (copies herewith). The Clerk advised Members that the Society of Local Council Clerks procedures met current legal requirements as set out in the Employment Act 2008 and the ACAS Code of Practice April 2009. It was

**RESOLVED: That a recommendation be made to full council to adopt the Society of Local Council Clerks Model Disciplinary Procedure until such time as the Town Council revise its own Disciplinary Policy. 725/09**

**RESOLVED: That a recommendation be made to full council to adopt the Society of Local Council Clerks Model Grievance Procedure until such time as the Town Council revise its own Grievance Policy. 726/09**

##### Staffing Committee Disciplinary and Grievance Hearing Panel

The Model Disciplinary and Grievance Procedures advised that it was good practice for Councils to establish a Disciplinary and Grievance Hearing Panel so that if a dispute arose in the workplace the elected members are already appointed. The Clerk advised that training on the duties of being a panel member could be delivered by Scarborough Borough Council's Human Resources Department for all Members of the Staffing Committee, as in situations where individual members are implicated in a dispute or have undertaken an investigatory role they may need to be substituted as panel members. Nominations were sought for three members being elected from the Staffing Committee which would serve until the Annual Council Meeting in May 2010, after which a Disciplinary and Grievance Hearing Panel would be elected on an annual basis at the Annual Council Meeting. It was

**RESOLVED: That a recommendation be made to full council that Cllr David Murton, Cllr Julie Viles, Cllr Richard Walker be elected to serve on a Disciplinary and Grievance Hearing Panel with Cllr Marion Wright acting as a substitute Hearing Panel Member until the next Annual Council Meeting in May 2010 and the Disciplinary and Grievance Hearing Panel be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the Town Council, reporting the Panel's decision to the Staffing Committee for information. 727/09**

*Continued overleaf*

Staffing Committee held on 27 October 2009 at 2.00pm continued

**STAFFING MATTERS continued**

**Independent Appeal Hearing Panel**

The Model Disciplinary and Grievance Procedures advised that it was good practice for Councils to establish an independent Appeal Hearing Panel to which an employee has a right to appeal against a disciplinary decision. This should be a separate panel of elected members who have not been involved in an original disciplinary hearing and who will view evidence with impartiality. The Clerk advised that training on the duties of being an Appeal Panel Member could be delivered by Scarborough Borough Council's Human Resources Department, as in situations where individual members are implicated in a dispute or have undertaken an investigatory role they may need to be substituted as panel members. It was

**RESOLVED: That a recommendation be made to full Council to elect three members of mixed gender, (independent from members of the Staffing Committee) plus a substitute member, to serve on an Appeal Hearing Panel until the next Annual Council Meeting in May 2010 and the Appeal Hearing Panel to be given delegated power to make a final decision on behalf of the Town Council, reporting the Panel's final decision to the Staffing Committee for information.**

728/09

**Staffing Matter**

The Clerk made Members aware of a staffing matter which she needed to take advice on and is working with Scarborough Borough Council's Human Resources Department to progress matters. The Clerk informed Members that it would be inappropriate to discuss any detail of the staffing matter at this stage. It was

**RESOLVED: That a recommendation be made to full Council that the above information be noted and the Town Clerk be given delegated power to progress the staffing matter further with Scarborough Borough Council's Human Resources Department.**

729/09

**Cllr Mrs A Newbury**  
Chairman  
Staffing Committee