

## FILEY TOWN COUNCIL

### STAFFING COMMITTEE MEETING HELD ON 31 AUGUST 2010 AT 2.05PM

Present : Cllr Aileen Newbury (in the Chair), Cllr D Murton, Cllr Julie Viles, Cllr R Walker  
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.** 679/010

#### APOLOGIES

Cllr C Hodgson had sent apologies to the meeting due to a work commitment and it was noted that there was currently one vacant position on the Staffing Committee. It was:

**RESOLVED: That Cllr C Hodgson's apologies be accepted.** 680/010

#### DECLARATIONS OF INTEREST

The Chairman informed Members of the need to consider whether they should declare an interest in any items on the agenda and reminded Members that they could make a declaration of interest at any point in the meeting.

**RESOLVED: That it be noted no declarations of interest were received.** 681/010

#### NEW EMPLOYMENT GUIDE FOR TOWN AND PARISH COUNCILS

Members had previously been issued with a copy of a new employment guide for Town and Parish Councils which had been issued by the Society of Local Council Clerks in association with the National Association of Local Councils. Members commented that this was an excellent publication, being easy to read and understand and could be used as a reference guide for all Staffing Committee Members. Members requested that a copy should be issued to all Members of the Town Council and also included in the new Councillor pack. It was

**RESOLVED: That the New Employment Guide for Town and Parish Councils be welcomed and used as a reference guide by the Staffing Committee.** 682/010

#### TERMS OF REFERENCE

Members were circulated with an amended copy of the Staffing Committee's Terms of Reference for consideration. All amendments in blue were fully discussed and further amendments were made by the Committee including one paragraph being deleted. The Clerk was requested to make the agreed changes to the Staffing Committee's Terms of Reference prior to recommendation to full council and it was

**RESOLVED: That a recommendation be made to full council to accept the amendments and changes to the Staffing Committee's Terms of Reference as shown on the revised attached document.** 683/010

#### DISCIPLINARY HEARING PANEL

Members were requested to elect three members of mixed gender having undertaken the appropriate training to serve on a Disciplinary and Grievance Hearing Panel and two substitute members until the Annual Council Meeting in May 2011. Members commented that as there was currently only four members all of which had undertaken the necessary training it was only possible to elect one substitute member at this time. Members acknowledged that as and when new Councillors were elected a further training session would need to be arranged. It was

**RESOLVED: That Councillor David Murton, Councillor Richard Walker and Councillor Julie Viles be elected to serve on a Disciplinary and Grievance Hearing Panel until the Annual Council Meeting in May 2011.** 684/010

**RESOLVED: That Councillor Aileen Newbury be elected to serve as a substitute member on a Disciplinary and Grievance Hearing Panel until the Annual Council Meeting in May 2011.**

685/010

**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. **686/010**

**REVIEW OF STAFFING REQUIREMENTS**

Members were circulated with a confidential report which contained recommendations for a review of the Council's current staffing structure. Members fully considered in detail all aspects of the report, the staffing budget projection and the implications of the recommendations for all staff. Members expressed their views that regrettably these were difficult financial times and all councils were being requested to 'deliver more for less' and demonstrate that efficiency savings could be made wherever possible. After much discussion and analysing all possibilities a proposal was made by Cllr D Murton, seconded by Cllr R Walker and upon being put to the vote it was unanimously agreed that all of the recommendations contained in the confidential report be accepted (full copy held in the confidential file). Members also agreed that as an interim measure and to alleviate work pressures placed on staff that the office would operate on a restricted basis and only be open in the mornings between 9am – 12noon and a rota be drawn up for volunteer support from Staffing Committee members to cover reception in the mornings as and when required. It was **RESOLVED:** That all of the recommendations contained within the confidential report be accepted with action being taken thereon as agreed. **687/010**

*The meeting finished at 4.00pm*

**Cllr Aileen Newbury**  
Chairman  
Staffing Committee