

**FILEY TOWN COUNCIL**

**STAFFING COMMITTEE MEETING**  
**HELD ON THURSDAY 14 JULY 2011 AT 10.00AM**

Present : Cllr Susan Bosomworth, Cllr D Glanvill, Cllr J Shackleton (Chairman),  
Cllr J Thurston, Cllr R Walker  
Mrs G Robinson, Town Clerk

The Chairman welcomed Cllr Diane Glanvill as a newly elected Member of the Staffing Committee.

**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. 547/011**

**APOLOGIES**

Cllr J Meek had sent his apologies to the meeting due to a work commitment. It was:  
**RESOLVED: That Cllr J Meek's apologies be accepted. 548/011**

**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. 549/011**

**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. 550/011**

**CONTRACT OF EMPLOYMENT**

The Clerk circulated to Members copies of the draft contract of employment for the position of Administrative Clerk/Receptionist 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 Contract of Employment with two copies of the contract 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. 551/011**

**STAFF UPDATE**

**Employment Tribunal Claim**

*Cllr Diane Glanvill declared a prejudicial interest in this item due to the claimant being a work colleague and left the room during this discussion.*

The Clerk updated Members on the employment tribunal claim being made against the Town Council and informed them that a notification of a 'Withdrawal of Claim' by the claimant had been received from the Employment Tribunal Court who had therefore now closed the file. It was

**RESOLVED: That this information be noted. 552/011**

*Cllr Diane Glanvill returned to the meeting.*

**Correspondence received by the Chairman**

The Chairman of the Town Council, Cllr R Walker and the Clerk updated Members of the Staffing Committee on the amount of detailed correspondence being received from one member of the public regarding various topics appertaining to the Town Council and the work of its Committees and Working Parties. After discussion it was agreed that the amount of time and work involved in responding to the correspondence be monitored. It was

**RESOLVED: That the above information be noted. 553/011**

*Continued overleaf*

Staffing Committee Meeting held on 14 July 2011 continued

Town Clerk

The Town Clerk made Members aware that she was personally committed to supporting her husband in his role as the Filey Lions President over the next year and although she did not envisage this would affect her role as Town Clerk in anyway she requested that the Council allow some degree of flexibility to support her over the forthcoming year in order that a work/life balance could be accommodated. After discussion Members recognised that it was important to support staff in their personal commitments and wholeheartedly supported the Town Clerk's request. It was

**RESOLVED: That the Town Clerk's request be supported over the forthcoming year.**

**554/011**

*The meeting finished at 10.55am*

**Cllr J Shackleton**  
Chairman  
Staffing Committee