

FILEY TOWN COUNCIL

STAFFING COMMITTEE MEETING
HELD ON THURSDAY 8 SEPTEMBER 2011 AT 10.00AM

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

Also Present: Cllr T Willis

The Chairman welcomed Cllr J Meek as a newly elected Member of the Staffing Committee and also Cllr T Willis as a non 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. 660/011

APOLOGIES

Cllr J Thurston had sent his apologies to the meeting due to a holiday. It was:

RESOLVED: That Cllr J Thurston's apologies be accepted. 661/011

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. 662/011

DISCIPLINARY AND GRIEVANCE HEARING PANEL

The Model Disciplinary and Grievance Procedures and the National Training Strategy for Town and Parish Councils 'Being a good employer' advised that it was good practice for Councils to establish a Disciplinary and Grievance Hearing Panel on an annual basis so that if a dispute arose in the workplace the elected members are already appointed. Nominations were sought for three members being elected from the Staffing Committee which would serve until the Annual Council Meeting in May 2012, after which a Disciplinary and Grievance Hearing Panel would be elected on an annual basis at the Annual Council Meeting. 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 and therefore two substitute panel members also needed to be elected to serve on a Disciplinary and Grievance Panel if necessary. It was

RESOLVED: That a recommendation be made to full council that Cllr John Shackleton, Cllr Susan Bosomworth and Cllr Jeffrey Meek be elected to serve on a Disciplinary and Grievance Hearing Panel with Cllr Diane Glanvill and Cllr Richard Walker acting as substitute Hearing Panel Members until the next Annual Council Meeting in May 2012 with the Disciplinary and Grievance Hearing Panel being given delegated power to make a decision on any Disciplinary and Grievance matters on behalf of the Town Council, reporting the Panel's decision to the Staffing Committee for information. 663/011

RESOLVED: That the Clerk contact Scarborough Borough Council's Human Resources Department to request a training session for both Disciplinary and Grievance and Appeal Panel Members with other members of the Town Council being invited to attend.

664/011

Continued overleaf

Staffing Committee Meeting held on 8 September 2011 continued

STAFF UPDATE

The Clerk gave an update to members on the current workload and team performance and stated that Staff Appraisals would be carried out in October 2011. It was

RESOLVED: That this information be noted.

665/011

The meeting finished at 10.17am

Cllr J Shackleton
Chairman
Staffing Committee