



Filey Town Council

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11 January 2021

Dear Councillor,

Staffing Committee Meeting

You are hereby summoned to attend a Staffing Committee meeting to be held on **15 January 2021**, commencing at **10am**, by video conferencing. The meeting can be accessed via the link below.

[Click here to join the meeting](#)

The agenda for the meeting is set out below.

David Liddle
Town Clerk

Agenda

Committee Members: Councillors Howgate, Parkin, Haxby, Robinson, Randall and Houlden-Banks(ex-officio)

No	Item
1	Apologies Committee to note any apologies, the reason(s) given for absence and consider acceptance of them.
	<u>Procedural items</u>
2	Declarations of interest Committee to receive any declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for



	<p>dispensations in relation to disclosable pecuniary interests or personal interest.</p> <p>Code of Conduct</p> <p>http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf</p>
3	<p>Minutes of Previous meetings</p> <p>The Committee to approve the minutes of the meetings held on 19 November 2020, 07 December 2020 & 21 December 2020. The link to the minutes are below.</p> <p>https://www.fileytowncouncil.co.uk/uploads/minutes-staffing-2020-11-19.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/minutes-staffing-2020-12-07.pdf</p> <p>https://www.fileytowncouncil.co.uk/uploads/minutes(2)-staffing-2020-12-21.pdf</p>
	<p><u>Business items</u></p>
4	<p><u>Exclusion of the press and public</u></p> <p>Due to the confidential nature, Members may resolve to exclude the press and public from the meeting during consideration of the next items in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next items on the agenda can be treated as confidential as they refer to confidential staffing issues as well as the nature and terms of service of employees.</p>
5	<p>Outcome of Job evaluations</p> <p>The Committee to review the outcome of the meetings with the Team.</p>
6	<p>HR Matters</p> <p>The Committee to review the items below: -</p> <p>Completion of the job evaluation exercise (for all 3 staff). Completion of staff Appraisals and clear target setting for 2021/2022. Review of Council Office cover arrangements and to review bank holiday period cover. Reintroduction of annual leave cards (include any lieu time worked and taken). Also signing off of leave requests and time taken back. Clarity over taking of messages and passing on of messages to right person to action.</p>
	<p><u>Next Meeting</u></p>
7	<p>Items for inclusion on the next meeting agenda</p> <p>Members may use this opportunity to raise items for discussion at future Committee meetings.</p>
8	<p>Date and time of the next meeting</p>



Committee to note that the next meeting of the Staffing Committee is to be called as and when required.
