



Filey Town Council

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Minutes of the **Staffing Committee** meeting held on **Monday 21 December 2020** by Video Conferencing.

Committee Members Present: Councillors Haxby, Howgate, Parkin Robinson, Houlden-Banks and Randall.

Meeting Clerk: David Liddle, Town Clerk

Also Present: No other persons present

Minutes

Number	Item
S15/20/21	Apologies- None
	<u>Procedural items</u>
S16/20/21	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
	<u>Business items</u>
S17/20/21	Exclusion of the Press and Public It was resolved to exclude Press and Public from the following part of the meeting.
S18/20/21	Outcome of job evaluations The Committee reviewed the job evaluation reports from YLCA and after comprehensive considered decided the following: - It was proposed by Cllr Houlden-Banks and seconded by Cllr Robinson that the current Assistant Town Clerk Internal Co-ordinator be increased as of the 1 st Jan 2021 to SCP 22 with the appropriate salary increase followed by an Appraisal in Feb 2021 which if completed successfully would incur a further increase to SCP 23. The cap for this role would be SCP 25. Also, the job title of this role be changed to Deputy Town Clerk. This was voted unanimously in favour. Resolution: - That the current Assistant Town Clerk Internal Co-ordinator be increased as of the 1 st Jan 2021 to SCP 22 with the appropriate salary increase followed by an Appraisal in Feb 2021 which if completed successfully would incur a further increase to SCP



	<p>23. The cap for this role would be SCP 25. Also, the job title of this role be changed to Deputy Town Clerk.</p> <p>It was further proposed by Cllr Howgate and seconded by Cllr Randall that the current Assistant Town Clerk External Co-ordinator be increased from 1st Jan 2021 to SCP 18 with the appropriate salary increase followed by an appraisal in February 2021 which if completed successfully would in an increase to SCP 19 in April 2022. This role would be capped at SCP22. The Job title of this role would be discussed with the current post holder. This was voted unanimously in favour.</p> <p>Resolution: - That that the current Assistant Town Clerk External Co-ordinator be increased from 1st Jan 2021 to SCP 18 with the appropriate salary increase followed by an appraisal in February 2021 which if completed successfully would in an increase to SCP 19 in April 2022. This role would be capped at SCP22. The Job title of this role would be discussed with the current post holder.</p> <p>It was also decided to conduct a similar job evaluation for the Town Clerk which would be done by the Chair of staffing and the Town Clerk as soon as possible in January 2021.3</p>
S19/20/21	<p>Items for inclusion at the next meeting. Office opening Hours. Holiday carry over.</p>
<u>Next meeting</u>	
S20/20/21	<p>Date and time of the next meeting Committee to note that the next meeting be agreed as soon as the information required is available.</p>

Meeting started 10:00am and closed 11:10am

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Signed:

Print Name:

Print Position:

Date: