



Filey Town Council

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Minutes of the **Staffing Committee** meeting held on **Thursday 19 November 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
S01/20/21	Apologies- None
	<u>Procedural items</u>
S02/20/21	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
S03/20/21	Election of Chair & Vice Chair of the Committee Cllr Randall was proposed by Cllr Haxby and seconded by Cllr Robinson as Chair of the Committee. This was passed unanimously. Cllr Parkin was proposed by Cllr Howgate and seconded by Cllr Robinson as Vice-Chair of the Committee. This was passed unanimously. Resolved: - The Committee resolved to elect as Chair of the Committee Cllr Randall and Cllr Parkin as Vice-Chair of the Committee.
S04/20/21	Minutes of Meeting 22 October 2020. The minutes were proposed by Cllr Robinson and seconded by Cllr Haxby as a true and accurate record of the meeting. Resolved: - The Committee resolved the minutes for this meeting was accepted as a true and accurate record of the meeting.
S04/20/21	Salary increases for Budget purposes The Committee agreed for budget purposes only, that the staff salaries be increased by 3%.
	<u>Business items</u>



S05/20/21	Exclusion of the Press and Public It was resolved to exclude Press and Public from the following part of the meeting.
S06/20/21	Staffing Roles The Job descriptions had been modified to a uniform format by SBC HR dept rather than ELAS who had been found to be none cost effective method. The Committee modified the roles to ensure that the wording on each role was of a similar format. Changing the word project from the JD 2 description as it was felt that this element of the role was an ongoing element. The Clerk stated that in his opinion that this was a project. The Committee were to receive the modified documents within the next 24 hours and were asked to provide approval by the end of play Tuesday 24 th November when the documents would be sent to YLCA for evaluation. YLCS would be requested to provide a timetable as to the assessment conclusion.
S07/20/21	Items for inclusion at the next meeting. Outcomes from the JD evaluation. Office opening Hours
	<u>Next meeting</u>
S08/20/21	Date and time of the next meeting Committee to note that the next meeting be agreed as soon as the information required is available.

Meeting started 2:00pm and closed 3:17pm

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Signed:

Print Name:

Print Position:

Date: