



Filey Town Council

Council Offices, 52a Queen Street,
Filey, North Yorkshire, YO14 9HE

Email: mail@fileytowncouncil.co.uk

Web: www.fileytowncouncil.co.uk

Tel: 01723 514498



Minutes of the **Staffing Committee** meeting held on **Friday 15 January 2021** 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
S21/20/21	Apologies- None
	<u>Procedural items</u>
S22/20/21	Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.
	<u>Business items</u>
S23/20/21	Minutes of the meetings held on 19 November 2020, 07 December 2020 & 21 December 2020. It was proposed by Cllr Randall and seconded by Cllr Robinson that the minutes of the 3 previous meetings be taken as true and accurate. This was passed unanimously. Resolution: - The Committee resolved to accept the minutes for the 3 previous meetings as true and accurate.
S24/20/21	Exclusion of the Press and Public It was resolved to exclude Press and Public from the following part of the meeting.
S25/20/21	Outcome of job evaluations The Committee were informed that the reviews had been in general accepted but that a verbal request had been received asking for to view the documents as sent to and returned from YLCA for both jobs which have currently been reviewed. The Clerk was requested to ask the person to out this request in writing and when this is received to put a written request to YLCA regarding whether this was possible.



S25/20/21

HR Matters

The following were all proposed on block by Cllr Houlden-Banks and seconded by Cllr Robinson.

- Staff appraisals would be conducted during February on dates to be arranged. (this would be arranged on the return of the member of staff on holiday).
- The Office to be manned at all times other than Bank Holidays and weekends.
- The Office to be open to the public Monday – Friday 9:00 am to 12:30 pm and 1:00pm to 4:00pm with the phones manned at all times.
- The staff working hours to be Mon-Thurs 8:30am-4:30pm and Fri 8:30 am to 4:00 pm with 30 minutes for lunch.
- A copy of the Holiday control sheets to be printed off and placed in a folder for viewing when required.

These were passed unanimously

Resolution: The Committee resolved the following:

- Staff appraisals would be conducted during February on dates to be arranged. (this would be arranged on the return of the member of staff on holiday).
- The Office to be manned at all times other than Bank Holidays and weekends.
- The Office to be open to the public Monday – Friday 9:00 am to 12:30 pm and 1:00pm to 4:00pm with the phones manned at all times.
- The staff working hours to be Mon-Thurs 8:30am-4:30pm and Fri 8:30 am to 4:00 pm with 30 minutes for lunch.
- A copy of the Holiday control sheets to be printed off and placed in a folder for viewing when required.

Holiday carry due to the difficulties of the current situation it was requested by the Clerk that the limit of holiday carryover be extended from 5 days to 10 days for the next year.

After considerable discussion it was proposed by Cllr Houlden-Banks and seconded by Cllr Robinson that the carryover days remain at 5 days.

An amendment was then proposed by Cllr Haxby and seconded by Cllr Parkin that the carryover days be increased to 10 days for one year only. A vote was taken, and the proposal was not carried by 3 votes against 2 votes for and 1 abstention.

The other proposal then became the substantive proposal a vote was taken, and the proposal was carried 3 votes for 2 against and 1 abstention.

Resolution: The Committee resolved to leave the carryover holidays to a maximum of 5 days.

It was also agreed that the Job Descriptions and Contracts for all employees be reviewed and republished to all before the end of march. The Town Clerk and RFO role would also be evaluated as soon as possible. With a target of submission by the end of the month.



S26/20/21	Items for inclusion at the next meeting.
	<u>Next meeting</u>
S27/20/21	Date and time of the next meeting Committee to note that the next discussion would be Thursday 28 th January to conduct a final review of the Job Evaluation of the Town Clerk and RFO prior to submission..

Meeting started 10:00am and closed 11:23am

Document published on 18 January 2021

Signed:

Print Name:

Print Position:

Date: