



Filey Town Council

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11 July 2019

Dear Councillor,

Staffing Committee Meeting

You are hereby summoned to attend a Staffing Committee meeting to be held on **18 July 2019**, commencing at **10am**, in the **Committee Room, Council Offices, 52a Queen Street, Filey, YO14 9HE**.

The agenda for the meeting is set out below.

David Liddle
Town Clerk

Agenda

Committee Members: Councillors Bosomworth, Haxby, Shackleton, 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 dispensations in relation to disclosable pecuniary interests or personal interest. <div data-bbox="284 1906 587 1973" style="background-color: #4F81BD; color: white; padding: 5px; display: inline-block; border-radius: 5px;">Code of Conduct</div> http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf



3	<p>Minutes of the meeting held on 22 February 2019 Committee to consider approving the minutes as a true and proper record.</p> <p>Minutes</p> <p>https://fileytowncouncil.sharepoint.com/:b:/g/Filey%20Town%20Council/EQW2rKvhnT1NsFjYr2EcTXIBM1CrSAsTaMVm8THpCDXiUg?e=vewQMV</p> <p>Minutes of the meeting held on 12 June 2019 Committee to consider approving the minutes as a true and proper record.</p> <p>Minutes</p> <p>https://fileytowncouncil.sharepoint.com/:b:/g/Filey%20Town%20Council/EVAesUvYTslj-hDHpOE858BkBfW_uyq0EfO6patXkKwRQ?e=wClln0</p>
	<p><u>Business items</u></p>
4	<p>Health & Safety Consultants Following a visit to the Council ELAS have now provided the outline of a revised Health & Safety Policy to comply with the most recent legislation. This is currently being adapted to the specifics of the Council and will be available for issue by the end of August. Also, an action list was received to ensure that the Council was up to date with all required procedures etc. this is currently being worked on with all actions planned to be in place by the end of Sept.</p>
5	<p>Training and Associated Remuneration</p> <p>a) Town Clerk Training Status The Clerk has now completed all the work required for the CiLCA qualifications within the required time frame and has completed the minor adjustments made to 3 of the 30-work units and is now awaiting final accreditation. Many of the work units were highly praised in particular the way that the Council monitors its budget and the way that the Council is interacting with the community. The Clerk has also attended a NYCC highways workshop on Monday of this week.</p> <p>b) The Assistant Town Clerk Int & Ext Coordinators. Both of the Assistant Town Clerks have successfully completed their ILCA courses and have therefore achieved the requirements to move to the next level grade point.</p> <p>c) Councillor Training Initial training of the new Councillors has been completed with overall a good outcome. More specific in-house training is to be arranged i.e. Finance during August to give the Finance Committee members a more detailed understanding of how the finance system works and how it is monitored. The chair has attended a Chairmanship Course which she found most useful and 2 other new Councillors are planned to attend the same course in the near future.</p>



	<p>d) Council Offices Opening Hours It is planned to review the Tuesday opening hours at the end of September when the training/installation of the planned website will be complete, and the in-house training will also be substantially in hand. The office do now answer calls on a Tuesday and the Office is open for Councillor visits.</p>
	<p><u>Next Meeting</u></p>
6	<p>Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for discussion at future Committee meetings.</p>
7	<p>Date and time of the next meeting Committee to note that the next meeting of the Staffing Committee is to be held on 19 September 2019 at 10:00am in the Committee Room, Council Offices.</p>