



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



13 November 2019

Dear Councillor,

Staffing Committee Meeting

You are hereby summoned to attend a Staffing Committee meeting to be held on **21 November 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, 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. Code of Conduct http://www.fileytowncouncil.co.uk/Policy/Code%20of%20Conduct_08.11.2017.pdf



3	Minutes of the meeting held on 18 July 2019 Committee to consider approving the minutes as a true and proper record. <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; border-radius: 5px;">Minutes</div> https://fileytowncouncil.sharepoint.com/:b:/g/Filey%20Town%20Council/ERIXmupDVY9JiJqpZ/Wkgew8B_JGICN37STQeB5CXsd6YwA?e=Ihvdww
<u>Business items</u>	
4	Health & Safety Consultants The Council's H&S consultants ELAS attended a meeting at the Council Offices last week to review the actions as provided in their previous visit. The actions have all been completed and two of the actions were considered inappropriate for the Council as related to the standard practice for large public buildings /facilities i.e. hourly checks of the toilets and frequency of office checks. The major actions arising from the initial actions arose from the electrical system check which showed that the main DB (Distribution Board) did not meet the current electrical standards remedial work has already taken place with the system now following meeting the required legislation. Also, the shortfall in First Aiders has been resolved with both the Clerk and Assistant Clerk (Internal Coordinator) successfully completely qualifications. The actions arising from the recent visit were focused on the Fire Risk Assessment with the following actions required: - <ul style="list-style-type: none">• Fire evacuation exercises to be recorded- DL to set up a record and complete.• Fire extinguisher Training- Awaiting quote for training for all staff and Councillors requesting training.• H&S awareness Training- Awaiting quote for training for all staff and Councillors requesting training.
5	Training. a) Town Clerk Training Status The Clerk has now been awarded the CiLCA qualification within the required time frame. Further to this the Clerk has attended a seminar on funding providers and considers that there is potential for gaining funding for specific targeted projects. b) The Assistant Town Clerk Int & Ext Coordinators. Both of the Assistant Town Clerks have successfully completed their ILCA courses and are currently training in the set up and maintenance of the new website. c) Councillor Training Initial training of the new Councillors has been completed with overall a good outcome. Induction training has taken place with the new Councillor and a mentor has been allocated to him. Also new Councillor training is being sort from YLCA. A new course list will be circulated to all Councillors for next year with specific focus upon individual committee requirements i.e. Introduction to Planning etc.



	<p>The finance training as highlighted in the last meeting has taken place with the F&GP committee this was considered to be very useful and has been rolled out to all Councillors.</p> <p>d) Council Offices Opening Hours It is planned from January 2nd, 2020 to only close the office on a Tuesday morning with the Office opening at 1:00pm till 4:00pm it is important to close the office for a short time on a Tuesday to complete any training and perform and duties which require uninterrupted time. The Office will continue to answer calls on a Tuesday and the office is open to Councillors.</p>
6	<p>Remuneration As yet we have not received the NALC official wage scales for next year. It is planned to increase both scales and salaries of all staff in line with these recommendations when received.</p>
<p><u>Next Meeting</u></p>	
7	<p>Items for inclusion on the next meeting agenda Members may use this opportunity to raise items for discussion at future Committee meetings.</p>
8	<p>Date and time of the next meeting Committee to note that the next meeting of the Staffing Committee is to be held on 20 February 2020 at 10:00am in the Committee Room, Council Offices.</p>