

STOKESLEY PARISH COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held in the Town Hall, Stokesley on Monday 25 September 2017 commencing at 7.30 pm

Employment Committee Membership

Cllr Ian Blakemore (Chair), Cllr Sean Carey, Cllr Bryn Griffiths and Cllr Graham Sowerby.

The meeting was scheduled to commence at 7.00 pm, however, two members were unavoidably delayed and therefore it did not start until 7.30 pm.

Present: Cllrs Ian Blakemore, Sean Carey and Bryn Griffiths.

Clerk –Mrs Julie McLuckie.

1/25/09/17 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/25/09/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Graham Sowerby.

3/25/09/17 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

4/25/09/17 MINUTES FROM THE MEETING HELD ON 5 JUNE 2017

The minutes were agreed and signed as a true and accurate record.

5/25/09/17 MATTERS ARISING / UPDATES FROM THE MEETING HELD ON 5 JUNE 2017

No additional matters to be discussed that do not appear on the Agenda.

6/25/09/17 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

The outline summary of attendance data for all staff for the period since the last meeting was received. **Noted.**

7/25/09/17 TRAINING

- a.i. The Clerk had attended Play Park Training on 27 July 2017 and the Clerk and Assistant Clerk had attended Events Management Training on 3 August 2017 and All Things Digital on 14 September 2017.
- a.ii. The Employment Committee Chairman was due to attend a Training Event on Policies and Procedures. The Clerk continues to circulate the training programme information and would encourage new members to identify any training opportunities that they would find beneficial. It was also noted that the Stewards, Clerk and Assistant Clerk would be due to renew their fire safety certificates next

year and it was agreed to include Mr Coupland in any future Town Hall training.
Noted.

8/25/09/17 CONTRACTS AND JOB DESCRIPTIONS

Cllr Ian Blakemore confirmed the appointment of a Deputy Library Manager who had been employed on an annualised hours contract to cover annual leave for the Library Manager. The salary for this post was confirmed as 75% of the Library Managers hourly rate and would be paid monthly. Any additional cover would be subject to prior approval. **Noted.** The Clerk and Employment Committee Chairman would produce a contract of employment to formally agree all the terms and conditions. **Agreed.**

9/25/09/17 APPRAISALS

The Clerk was currently conducting Staff Appraisals and would have them all completed by Monday 2 October 2017. A date for the Clerk's appraisal would be arranged before the end of October. **Agreed.**

10/25/09/17 PENSIONS

It was agreed to provide the Deputy Library Manager with the pension details so he could make a decision on whether he would like to opt in to the scheme. **Agreed.**

11/25/09/17 SKILLS AUDIT FOR NEW COUNCILLORS

It was agreed that newly appointed Councillors would be asked to complete the skills audit document. **Agreed.**

12/25/09/17 PAY FREQUENCY

The Clerk had discussed this with staff and two of them had expressed their concern about moving to monthly payments. In addition, the Clerk pointed out that as the Stewards working hours varies from week to week it is easier if they are paid weekly. It was agreed to maintain the weekly salary run unless staff requested otherwise. **Agreed.**

13/25/09/17 EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Parish Council resolved that the press and public be excluded from the meeting to deal with items of a confidential nature.

14/25/09/17 SICKNESS ABSENCE DETAILS

It was noted that one of the Stewards was due to undergo surgery on the 4 October 2017 and that he would not be available for duty for at least a month. The Clerk has arranged cover for his shifts and would monitor the situation. **Noted.**

EMPLOYMENT COMMITTEE ONLY

15/25/09/17 CHRISTMAS

The Christmas Bonus Payments were agreed.

The meeting closed at 8 pm. The next meeting was scheduled to take place on 21 November 2017.

Signed

Date