

**STOKESLEY TYOWN COUNCIL**  
**EMPLOYMENT COMMITTEE**

A Meeting of the Employment Committee was held in the Town Hall, Stokesley  
on Monday 4 March 2019 commencing at 7.00 pm

**Employment Committee Membership**

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

**Present:** Cllrs Ian Blakemore, Sean Carey (arrived at 7.40 pm), Bryn Griffiths and Graham Sowerby.

Clerk –Mrs Julie McLuckie.

**1/04/03/19 NOTICE OF MEETING**

The notice convening the meeting was taken as read.

**2/04/03/19 MEMBERS OF THE PUBLIC**

None in attendance.

**3/04/03/19 APOLOGIES FOR ABSENCE**

**RESOLVED** to receive and accept the apologies for absence from Cllr Carol Lewis.

**4/04/03/19 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None declared.

**5/04/03/19 MINUTES FROM THE MEETING HELD ON 3 OCTOBER 2018**

**RESOLVED** that the minutes be agreed and signed as a true and accurate record.

**6/04/03/19 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY**

**RESOLVED** that the outline summary of attendance data for all staff for the period since the last meeting be received.

**7/04/03/19 TRAINING**

- i. The Town Hall Stewards completed COSHH Training and refresher training on all the items within the Town Hall on the 26 February 2019. The Chairman had completed the Chairman training and the Clerk had completed the Experienced Clerk training.
- ii. The new Steward is due to be Fire Marshal trained on 20 March 2019 and both Clerks and Stewards are to complete First Aid training on 23 April 2019. **RESOLVED** to encourage Councillors to attend appropriate training as the courses ran by YLCA and NALC were very useful.

### **8/04/03/19 RISK ASSESSMENT**

**RESOLVED** that the Display Equipment Users Free Eye Test Policy be submitted to the Town Council for agreement subject to the agreed amendments and that the policy should include the amount of agreed allowance for spectacles.

### **9/04/03/19 REMUNERATION AND PENSION**

- a. **RESOLVED** to receive the current NJC pay update and note the changes in the rates of staff pay to come in to effect from 1 April 2019.
- b. **RESOLVED** to note that the National Living Wage will increase with effect from £7.83 to £8.21 from 1 April 2019 and this will be the rate paid to the Town Hall Stewards and Caretakers.
- c. Pension rate update – both the employee and employer rates are currently at the agreed pension rate of 4%.

### **10/04/03/19 EXCLUSION OF THE PRESS AND PUBLIC**

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

### **11/04/03/19 SICKNESS ABSENCE DETAILS**

There had been no absences due to illness.

### **12/04/03/19 REVIEW OF A CURRENT JOB DESCRIPTION**

Following the meeting of the Health and Safety Committee it had been agreed to introduce a Lone Working and Violence at Work Policy. This was now in draft form for review by the Health and Safety Committee at their next meeting. However, as part of that the review the Clerk is in the process of carrying out a full analysis of the role of the Play Park Attendant and Public Conveniences Caretaker. A phone had been issued fitted with an SOS button and the employee has been advised to carry this at all times. In addition, the Clerk has inspected the PPE equipment provided to ensure it is in good condition and fit for purpose. The Clerk will also carry out a full time / role analysis to ensure we are working in the safest and most efficient manner. **RESOLVED** that the Clerk would report back to this Committee once the full role analysis was complete. The Caretaker would be provided with a uniform which ensure he is identifiable when working for the Town Council, and would be made aware of the appropriate disciplinary process should he not wear it.

### **13/04/03/19 SUCCESSION**

**RESOLVED** that the Clerk would investigate a costed proposal to have a Town Hall Steward employed on an 'annualised hours' contract in the future and report back to this Committee at the next meeting.

### **14/04/03/19 REMUNERATION**

- a. **RESOLVED** that an additional 20 hours be paid to the Town Hall Steward for undertaking the training of the newly recruited Steward as this was additional to his day to day work.
- b. **RESOLVED** to pay the 30.75 hours outstanding annual leave entitlement owed to one of the Stewards this year because he had been unable to take his full entitlement as he had covered for a period of sickness absence, following the receipt in writing of this request from him. The Clerk would ensure that the Town Hall Stewards take their leave entitlement in future as this is important for their health and wellbeing.

**RESERVED MATTERS - EMPLOYMENT COMMITTEE ONLY**

None to discuss.

The meeting closed at 8 pm.

**The next meeting was scheduled to take place on 23 September 2019.**

Signed ..... Date .....

DRAFT