

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held in the Town Hall, Stokesley
on Wednesday 3 October 2018 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, Carol Lewis and Graham Sowerby.
Clerk –Mrs Julie McLuckie.

1/03/10/18 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/03/10/18 MEMBERS OF THE PUBLIC

None in attendance.

3/03/10/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from CLlr Bryn Griffiths.

4/03/10/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

5/03/10/18 MINUTES FROM THE MEETING HELD ON 8 MARCH 2018

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

6/03/10/18 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

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

7/03/10/18 TRAINING

- a.i. The Town Council Caretaker and his Deputy attended the ROSPA Play Inspection Training on 2 May 2018. The Clerk had attended General Data Protection Regulations Training on 17 April 2018.
- a.ii. The Clerk is in booked onto a Clerks Training Course ran by YLCA on 12 October 2018. **Noted.**

8/03/10/18 APPRAISALS

The Clerk has completed the Stewards, Caretaker and Assistant Clerk's Appraisals for 2018 / 19. **Noted.**

9/03/10/18 REMUNERATION AND PENSION

- a. The current NJC pay update was received and agreed and pay will be made in accordance with the rates advised. **Agreed.**
- b. National Living Wage – it was noted that this had increased from £7.50 to £7.83 and this is the rate that the Town Hall Stewards and Caretakers are now paid. **Noted.**
- c. Pension rate update – the pension rate is due to increase in October 2018 from 2.5% to 4% for both employees and employers. **Noted.**

10/03/10/18 EXCLUSION OF THE PRESS AND PUBLIC

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

11/03/10/18 SICKNESS ABSENCE DETAILS

It was noted that the Caretaker had been absent for three weeks whilst he underwent cataract surgery. One of the Town Hall Stewards is waiting to go into hospital for an operation which will lead to a period of absence. **Noted.**

12/03/10/18 REQUEST TO CHANGE CURRENT EMPLOYMENT CONTRACT

The committee had received a request from a steward to change their hours of work. The Employment Committee agreed that to accommodate the request it would need to include a contract revision which would remove the working hours on a Saturday and a Sunday. This would make this a valid job opportunity for an additional member of staff. The Clerk was asked to liaise with the Town Council Assistant Caretaker to establish if he would be interested in fulfilling these hours with a view to him also covering any additional hours on a Sunday and Saturday evening as required as well as any holiday cover. The Clerk would then write to the Steward concerned advising him of the decision of the Employment Committee and ask that he confirm in writing if he wants to go ahead with the change to his contract or not. **Agreed.**

The Clerk was asked to re-issue each of the Town Hall Stewards and Caretaker with a copy of their current contract and to remind them of several details within that must be adhered to. The Clerk would also provide them with a copy of the Disciplinary Procedures which would be followed if they were not fulfilling their contract. **Agreed.**

13/03/10/18 SUCCESSION

The Clerk had previously raised concerns regarding cover in the Town Hall for annual leave and sickness, this is something that could be addressed by the requested contract amendment. However, if not, this is something that we do need to consider in the future. In addition, the Clerk had raised a suggestion about employing a contractor on a set number of hours per week to undertake tasks around the Town. The Clerk had provided members with a brief overview of the areas of work that could be fulfilled and explained that this would provide the TC with a fixed rolling programme of work managed by the

Clerk. It was agreed that this proposal be placed on the Town Council Agenda for consideration. **Agreed.**

RESERVED MATTERS - EMPLOYMENT COMMITTEE ONLY

14/03/10/18 REMUNERATION

The Christmas Bonus Payments were agreed.

The meeting closed at 8.20 pm.

The next meeting was scheduled to take place on 26 November 2018 if required.

Signed Date