

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held in the Town Hall, Stokesley
on Thursday 8 March 2018 commencing at 7.00 pm

Employment Committee Membership

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

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

Clerk –Mrs Julie McLuckie.

1/08/03/18 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/08/03/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Graham Sowerby.

3/08/03/18 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

Cllr Griffiths declared an interest in item 6/08/03/18 as a Trustee of the Globe.

4/08/03/18 MINUTES FROM THE MEETING HELD ON 25 SEPTEMBER 2018

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

5/08/03/18 COMMITTEE MEMBERSHIP

In line with developing Council policy, it was agreed to amend the terms of reference to increase the Employment Committee membership from 4 to 5. The amended terms of reference would be submitted to the Town Council for agreement. **Agreed.**

6/08/03/18 THE GLOBE OPENING TIMES

During January and February, the Globe Trustees consulted people on changing the opening hours at the Globe. Based on the results of the consultation and the current usage patterns it was proposed to increase the opening hours from 19.5 hour to 26.5 hours. The Library Managers salary would increase from 21.75 hours to 27.5 hours per week. The Clerk had provided a break down of the increased costs associated with the proposal and confirmed that this would remain within budget. The Clerk had also advised that because of the current usage the Library Manager was already working overtime each week to accommodate the additional bookings. Introducing the new opening times would eliminate that requirement. The Employment Committee therefore recommend approval to the Town Council of the new working hours. **Agreed.**

7/08/03/18 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

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

8/08/03/18 TRAINING

- a.i. The Clerk’s, Library Manager and Deputy Library Manager, Town Hall Stewards and Town Council Caretaker all attended Fire Training on 31 January 2018.
- a.ii. The Town Council Caretaker and his Deputy are due to attend ROSPA Play Inspection Training on 2 May 2018 and the Clerk is in the process of arranging an in-house First Aid Training session for all staff. The Clerk was currently reviewing an e-learning COSHH training scheme ran by our cleaning products company who had trained the Stewards previously with a view to the Stewards utilising this for refresher training. The Clerk would also liaise with YLCA to see if they were planning any training courses in the new General Data Protection Regulations. **Noted.**

9/08/03/18 APPRAISALS

The Appraisals for 2017 / 18 were all complete. **Noted.**

10/08/03/18 SKILLS AUDIT FOR NEW COUNCILLORS

All Councillors have completed the skills audit. **Noted.**

11/08/03/18 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.

12/08/03/18 SICKNESS ABSENCE DETAILS

None to report.

The Clerk was asked to review our current Health and Safety / Capability Policies for Staff including consulting with YLCA and if necessary an HR specialist and report back to this Committee in June. **Agreed.**

It was also noted that a reinforcement of safe working practices be carried out with all staff, especially where working at heights was concerned.

RESERVED MATTERS - EMPLOYMENT COMMITTEE ONLY

No matters to discuss.

The meeting closed at 7.45 pm.

The next meeting was scheduled to take place on 4 June 2018

Signed Date