

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Zoom Meeting of the Employment Committee was held
on Tuesday 22 September 2020 commencing at 7.00 pm

Employment Committee Membership

Cllr Sean Carey, Cllr Bryn Griffiths, Cllr Nigel Johnson and Cllr Graham Sowerby.

Present: Cllrs, Sean Carey, Nigel Johnson and Graham Sowerby
Clerk –Mrs Julie McLuckie and one member of the public.

Following the resignation of Cllr Ian Blakemore, it was agreed that Cllr Graham Sowerby would Chair the meeting until a decision was made further down the Agenda regarding the Election of the Chairman for the coming year. Cllr Blakemore was thanked for all of his work in resolving several previous employment issues and for ensuring that the Town Council now has all the correct employment procedures in place.

1/22/0920 NOTICE OF MEETING

The notice convening the meeting was taken as read.

2/22/09/20 MEMBERS OF THE PUBLIC

3/22/09/20 APOLOGIES FOR ABSENCE

RESOLVED to receive and accept the apologies for absence from Cllr Bryn Griffiths.

4/22/09/20 ELECTION OF CHAIRMAN

RESOLVED to appoint Cllr Graham Sowerby as Chairman.

5/22/09/20 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

6/22/09/20 TERMS OF REFERENCE

RESOLVED to agree the Terms of Reference as circulated.

7/22/09/20 MINUTES FROM THE MEETING HELD ON 24 SEPTEMBER 2019

RESOLVED that the minutes from the meeting held on 24 September 2019 be agreed and signed as a true and accurate record.

8/22/09/20 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.

9/22/09/20 TRAINING

- i. The Clerk had completed a Planning Training session ran by Hambleton District Council, First Aid Training and Annual Governance and Accountability Return (AGAR) training ran by YLCA. Cllr Chris Johnson had joined a webinar on Social Media and Communications organised by YLCA which he had found extremely useful. The information provided during the webinar had been circulated to all Members for information.
- ii. Cllr Makinen was due to join the YLCA New Councillors training on 26 September 2020.

10/22/09/20 PENSION UPDATE

RESOLVED that the Clerk has joined the pension scheme, this now means that three employees are members of the pension scheme.

11/22/09/20 PAY AWARD

RESOLVED that the pay award information from NALC for 202-21 circulated on 28.8.20 be received and it was noted that this was to be back dated to 1 April 2020.

12/22/09/20 ROLE SUCCESSION PLANNING

RESOLVED that the Employment Committee would consider Succession Planning and would produce proposals for consideration by the Town Council and Trustees.

13/22/09/20 TOWN COUNCIL POLICIES

- a. **RESOLVED** that the draft Performance Appraisal Policy circulated on 14.9.20 be agreed subject to one amendment now that Cllr Sowerby is both the Chairman of the Town Council and the Employment Committee the policy should be amended to state that the appraisal will be carried out by the Employment Committee Chairman and the Town Council Chairman, unless this is the same person in which case another Councillor will be asked to participate. Subject to this amendment the Employment Committee recommend that this policy be submitted to the full Council for approval.
- b. **RESOLVED** that the draft Lone Working and Violence Policy circulated on 14.9.20 be agreed and that this would be submitted to the full Council for approval.
- c. **RESOLVED** that the draft Mobile Phone Policy circulated on 14.9.20 be agreed and that this would be submitted to the full Council for approval.
- d. **RESOLVED** that the draft Recruitment, Selection and Induction circulated on 14.9.20 be agreed and that this would be submitted to the full Council for approval.

14/22/09/20 CORONAVIRUS STAFFING UPDATE

The Clerk confirmed that the member of staff who had previously been furloughed had returned to work and as the Town Hall steadily re-opens the Town Hall Stewards continue to work varied hours to cover the requirements for which they were sincerely thanked. The two Stewards who have worked throughout the pandemic were thanked for all their hard work in re-decorating and ensuring that the Town Hall and Markets could re-open safely.

The Town Council Caretaker was also thanked for ensuring that the public toilets remained open throughout the lockdown offering a vital service to delivery drivers and others and ensure hand washing facilities were readily available in Stokesley.

15/22/09/20 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.

16/09/20 SICKNESS ABSENCE DETAILS

RESOLVED that the sickness update regarding the Town Council Caretaker be received and that the contract for this role be amended with immediate effect so that the Incapacity procedures are the same as the other Town Council employees.

RESERVED MATTERS - EMPLOYMENT COMMITTEE ONLY

17/22/09/20 REMUNERATION

RESOLVED that the seasonal bonuses for all staff employed by the Town Council and the Town Hall Trust be agreed. It was noted that some staff were awarded additional payments to reflect the fact that they had carried out additional work during the COVID 19 pandemic.

The meeting closed at 7.45 pm.

Signed Date