

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held
on Tuesday 26 March 2024 commencing at 7 pm

Employment Committee Membership

Cllr Mike Canavan, Sean Carey, Cllr Bryn Griffiths, Cllr Graham Sowerby and Cllr Andy Wake.

Present: Cllrs Mike Canavan, Bryn Griffiths, Graham Sowerby and Andy Wake.
Mrs Julie McLuckie, Clerk

1/26/03/24 NOTICE OF MEETING

RESOLVED that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2/26/03/24 MEMBERS OF THE PUBLIC

None present.

3/26/03/24 APOLOGIES FOR ABSENCE

RESOLVED to receive and approve the apologies of absence from Cllr Sean Carey.

4/26/03/24 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

5/26/03/24 MINUTES FROM THE MEETING HELD ON 5 SEPTEMBER 2023

RESOLVED that the minutes from the meeting held on 5 September 2023 be agreed and signed as a true and accurate record.

6/26/03/24 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY

RESOLVED that the Sickness / Holiday / Absence data report be received. Staff were thanked for once again achieving zero sickness absences and members were pleased to note that the holiday entitlement had been used in accordance with the guidelines.

7/26/03/24 TRAINING

- a. **Delivered and Recorded** - no training had taken place since the last meeting.
- b. **Planned** – the Clerk had asked North Yorkshire Council (NYC) to look at providing specific training in the use of the trauma pack that was now available in the Town Hall and was awaiting a response. The Clerk would request further information from NYC on promoting the Trauma Packs in a uniformed manner and request information on where supplies can be purchased if there is a need to restock either after usage or because items are out of date.

8/26/03/24 COUNCIL'S NEW DUTY TO PREVENT SEXUAL HARASSMENT

RESOLVED that the advice note from YLCA regarding the introduction of a policy to take positive steps to prevent sexual harassment at work be received. The Clerk would liaise with YLCA regarding a template document and would also look to attend a training course when a suitable date becomes available.

9/26/03/24 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.

10/26/03/24 SICKNESS ABSENCE / DETAILS

RESOLVED that no sickness has been recorded since 5 September 2023.

11/26/03/24 STAFF REVIEW

- a. **RESOLVED** that the Clerk provided a verbal report on each member of staff's progress against the targets set within their appraisals which were received and noted. It was agreed to issue a file note to improve to one member of staff and that this be subject to 3 monthly reviews.
- b. **RESOLVED** that the annual review of salary scales in accordance with the terms detailed within staff's contracts took place and it was agreed that the pay scales were appropriate and that everyone would remain on the same terms and conditions.
- c. **RESOLVED** that the current staffing levels were reviewed, and it was agreed that there is a requirement to appoint an additional member of staff to work a set number of hours each week to carry out routine cleaning of benches, interpretation panels and ensuring the riverside footpath is swept and free from leaves etc. The role would include the option to work additional hours to cover the annual holidays for the Public Toilets / Play Park Caretaker role, cover for the Town Hall Stewards during absences or for additional events as well as other hours for specific tasks directed by the Clerk. The Clerk would produce a proposed job description which would include the suggested number of hours per week for consideration by the Employment Committee.

Reserved Matters - Employment Committee Only

No items received.

The meeting closed at 8.10 pm.

Signed Date