



HAILSHAM TOWN COUNCIL **STAFFING COMMITTEE**

MINUTES

of the meeting of the Staffing Committee,
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Thursday 2nd September 2021 at 7.00 p.m.

SfC/20/6/1

Election of Chair and Deputy Chair

RESOLVED to elect Cllr Karen Nicholls as Chair for the 2021-2022 municipal year.

RESOLVED to elect Cllr Ross Newark as Deputy-Chair for the 2021-200 municipal year.

2 **Public Forum** - None Presented

3 **Present:** Cllrs G. Blake-Coggins, N. Coltman, P. Holbrook, M. Laxton, R. Newark, K. Nicholls.

4 **Officers Present:** J. Harrison (Town Clerk)

5 **Apologies For Absence:** Cllr A. Clarke

6 **Declarations of Interest:** Cllr Holbrook advised that he has been working with the Town Council staff for a long time. No other declarations of interest were made.

7 **Terms of Reference of Staffing Committee**

The committee NOTED the Terms of Reference of the committee as adopted by the Town Council and previously circulated.

8 **Disciplinary and Grievance Procedure**

The Town Clerk advised that the committee were recommended to adopt the NALC model Discipline and Grievance procedure in place of the existing out of date town council versions.

The committee **RESOLVED** to adopt the NALC model Grievance and Disciplinary procedure with two additions:

1. Under 'The Disciplinary Meeting' the addition of a bullet-point worded "If disciplinary action is taken and the employee lodges a grievance during the process, this must be heard prior to the disciplinary meeting (assuming the grievance matter is on a related issue)"
2. At the end of the Grievance Process, the wording: "Any Councillor or member of staff who is cited or implicated in a grievance will; receive a letter of confirmation advising them of this, be kept updated on the progress and time frame of the procedure, be advised that they may seek advice from relevant sources including ESALC, be accompanied by a colleague or friend during any meeting related to the procedure, receive a letter advising them of the outcome of the procedure once it has been completed".

9 **Appraisal Panel**

The Town Clerk advised the committee that point no. 10 of the Terms of reference was they they appoint a three-member committee to deliver his appraisal. The committee agreed that the panel should meet initially to set targets and then should not meet more than twice per year.

The committee also agreed that an appraisal system should be put in place for all Town Council staff to ensure an equitable and uniform approach and that this should be an agenda item for a future meeting of the committee.

RESOLVED that the town clerk's appraisal panel will consist of Cllrs K. Nicholls, R. Newark and M. Laxton.

10 **Confidential Business**

RESOLVED that the next agenda items (9 & 10) are conducted under confidential business as they concern: engagement, terms of service, in accordance with the Council's Standing Orders No 1E.

11 **Works Team Supervisor**

The Town Clerk presented the report which had previously been circulated to the committee. The Works Team Supervisor's job had last been reviewed in 2012.

11.2 The Committee **RESOLVED**:

- To amend the Works Supervisor's job title to 'Works Manager'
- To award the Works Supervisor a raise in salary scale from SCP 21 (£26,511.00) to SCP 23 (£27,741) and thus the substantive grades for the post to be amended accordingly.
- That the Town Clerk and Works Manager should agree an amended job description to include areas of staff and contract management.

12 **Ongoing Staff Issues**

The committee **RESOLVED**

- To write to all members of staff thanking them for their hard work during the covid pandemic with the wording to be drafted by the Town Clerk based on the discussions held and finally agreed and signed off by the chair and vice-chair of the committee.
- To recommend to council that the previous resolution made at the town council meeting on 25th March 2021 to reward the Post Office staff for their work during covid is **RESCINDED**.
- To recommend to council that Council formally Resolves to thank all Town Council staff teams and employees for the hard work undertaken during the covid pandemic.

13 **Future Meetings**

13.1 The committee discussed what agenda items and consequent reports they would like to see for future meetings.

13.2 Cllr Blake-Coggins stated that he thought the review of the council's staffing structure that had previously been agreed should be brought forwards as a matter of priority.

The Town Clerk reminded the committee that the Strategy Committee had previously resolved to delay the review until the council had re-written its strategic plan, on the basis that the council would not know what staff were required until its long-term objectives had been set.

Cllr Blake-Coggins stated that the council should undertake the staffing structure review first so that it can be understood what gaps may be apparent.

The committee agreed that this would be an agenda item for a future meeting.

13.3 The committee **RESOLVED** that it would like the following agenda items for future meetings:

- The 'mechanics' of re-opening of council services (times, working patterns etc)
- A report on sickness absence
- An Appraisal and training identification system or framework
- How the council might determine whether it is a 'good employer'
- The issue of the Staffing Review

13.4 The committee **RESOLVED** that the next meeting would be scheduled for Thursday 7th October and would concentrate on reviewing the outcomes of the SEE facilitated sessions.

14 There being no other business, the meeting closed at 8.33pm

CHAIRMAN

DRAFT