

DRAFT



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 20th October 2022 at 7.00 p.m.

SfC/22/4/ 16	<u>Public Forum</u> None Presented
17	<u>Present:</u> Committee Members Cllrs P. Holbrook, M. Laxton, K. Nicholls (Chair) and A-M Ricketts (Vice-Chair).
18	<u>Officers Present:</u> J. Harrison (Town Clerk)
19	<u>Apologies For Absence:</u> received and accepted from Cllrs G. Blake-Coggins and N. Coltman
20	<u>Declarations of Interest:</u> Cllr P. Holbrook declared an interest as he interacts with the Town Council's staff on a regular basis.
21	<u>Minutes of the previous meeting</u> RESOLVED that the draft minutes of the Staffing Committee held on 7 th July 2022 are a fair and accurate record and that they are signed by the chair.
22	<u>Working Time Directive</u> The committee received details of the Working Time Directive legislation and noted the following: By law an employee cannot work more than 48 hours per week unless they agree that to work more hours (therefore 'opting out' of the weekly limit or their job is not covered by the law on working hours. The council has a duty of care to its staff to ensure they are working legally and that relevant health and safety considerations are made for any staff who may be working more. It was reiterated that committee did not wish to be seen as attempting to 'control' staff working hours but nevertheless felt it was important to ask all staff if they do have other jobs that may be relevant and where appropriate ask them to sign an agreement.
22.1	RESOLVED to ask all staff if they have any other jobs that may mean they are working over the legal limit and ask them to sign an agreement where appropriate.
23	<u>Staffing Review</u> J. Harrison advised the committee that he would be commissioning the Staffing review to hopefully start in the new year. He had around half a dozen companies that he would be sending the specification letter to, inviting them to tender for the contract, with a deadline of mid-December. The committee would then meet in January to consider any tenders and whether to offer any of the companies the contract. It was noted that any agreed outcomes of the review that required additional funding (such as for e.g. additional posts) could only be implemented in the following financial year (2024-2025).

	<p>The committee had previously considered the recruitment of an HR administrator on a part-time basis and possible also hiring in more comprehensive HR professional support, but it had been agreed that this would wait until the outcomes of the review were known.</p>
24	<p><u>Appraisal Panel</u></p> <p>The committee RESOLVED to re-appoint the Town Clerk's Appraisal Panel to consist of Cllrs M. Laxton, K. Nicholls and A-M Ricketts.</p> <p>The date for the next meeting was set as Wednesday 16th November at 10.00am.</p>
25	<p><u>Confidential Business</u></p> <p>RESOLVED that the next agenda item is conducted under confidential business as it concerns: engagement, terms of service, or is otherwise confidential in accordance with the Council's Standing Orders No 1E.</p>
26	<p><u>Ongoing Staffing Issues</u></p> <p>26.1 J. Harrison advised the committee on the current situation regarding staff within the Town Council.</p> <p>26.2 He had some received feedback from some staff that the committee had not achieved what it had set out to do, from the motion to council which resulted in the formation of the committee, in helping to improve communication and the working relationships between councillors and staff.</p> <p>26.3 It was noted that to some extent, covid had interfered with this and that it was felt that the time had not been right to implement this earlier.</p> <p>26.4 The commissioned Facilitated Sessions had been an attempt by the council to address these issues but had not been well attended or particularly successful.</p> <p>26.5 The committee RESOLVED that it wished to progress with arranging meetings with individual teams in the name of forging closer links with between all staff and councillors, understanding what their jobs entail in more detail and what issues they face.</p> <p>This would start with the Outdoor Works Team, with J. Harrison to talk to the Works Manager about how best to take this forwards.</p> <p>26.6 The committee also received an update on the situation it had previously discussed regarding the Maintenance Operative.</p>
27	<p>There being no other business, the meeting closed at 7.51pm</p>
	<p style="text-align: right;">CHAIRMAN</p>