

STAFFING COMMITTEE
Minutes of the meeting held 19th March 2019

Present: Cllr A Hollis, Town Mayor, M Carrigan, Chair
Cllrs A H Greenwood, J Grieve and D Wardell.

In attendance: K Eastwood, Town Clerk (minutes).

687 Absence

To receive apologies and approve reasons for absence.
Apologies were submitted from Cllr D Skelton.

Resolved: that the reasons given for absence be approved.

688 Minutes of the Staffing Committee meeting held on 28th January 2019

Resolved: that, following ratification at the Town Council meeting on 6th March 2019, the minutes of the Staffing Committee meeting held on the 28th January 2019 be approved as a correct record and signed by the Chair.

689 Consideration was given to the motion to exclude public and press for any agenda item(s).

Resolved: that the public and press be excluded for all items.

690 Correspondence:

ACAS	– case conciliator details.
Employment Tribunal	– notice of claim and claim form.
	– grounds of resistance (DAS Law).
	– remedy statement (former employee).
Calderdale Council	– response to previous email.

Resolved: that the correspondence be received.

To consider matters relating to:

691 Staffing update from Town Clerk. To agree appropriate actions

Resolved:

- i) to note the resignation of the Administrative Assistant.
- ii) to authorise the Town Clerk in consultation with the Chair to put suitable interim staffing arrangements in place, including appointment of temporary staff, negotiating *ad hoc* support days with the departing member of staff and recruitment to the vacancy, as appropriate.
- iii) to approve a change of post title for the Town Clerk to Town Clerk (Chief Officer) and to finalise the revised job description accordingly.
- iv) that the Town Clerk request an update from YLCA with regard to evaluation of the post.

692 Issues raised by Administrative Assistant

Resolved:

- i) the Chair to put the matters raised to the Members involved and responses received to be considered at a future committee meeting.

693 Outstanding grievance update. To agree appropriate actions

- Resolved:**
- i) to progress negotiations with ACAS with a view to achieving a resolution.
 - ii) to authorise related expenditure of up to £5,000 plus reasonable legal costs.
 - iii) that a draft response to Calderdale MBC's Chief Executive be amended to include reference to the number of meetings held with the Monitoring Officer and be re-circulated for final comment before issue.

694 Attendance at YLCA training workshops and CiLCA registration

- Resolved:**
- i) to support attendance at upcoming YLCA planning and Clerk's Induction day workshops by the Deputy Town Clerk.
 - ii) to support the Deputy Town Clerk's registration to undertake the CiLCA qualification, following completion of the online ILCA training modules.
 - iii) subject to ratification at Town Council 10th April 2019.

Date of next meeting

- Resolved:** that the next meeting be held at 5.30 pm on the 3rd April 2019 at the Town Hall.