Minutes of the Staffing Committee Meeting held on

**Thursday 12th January 2023 at 10am**

**at the Cranmer Room St John’s Church Hall**

# Present: Cllrs G. Dixon, D Reed, S Hewitson, G. Jennison

**Apologies:** Cllr, P. Sharkey

# ST2223/58 Chair’s opening remarks

None

# ST2223/59 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/60 Disclosures of interest

None

# ST2223/61 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Committee held on Tuesday 6th December 2022.

# ST2223/62 Exclusion of Press and Public

Resolved to exclude Press and Public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

# ST2223/63 Staffing Review

1. Resolved to make the deputy clerk’s hours 37 from 1st April.
2. Resolved to offer the RFO a payment in lieu of holidays to complete the year end.
3. Resolved to make the role of Town Clerk and RFO a combined fulltime position.
4. Resolved to undertake a review of the Financial management process and internal audit procedures within the council in anticipation of the year end.
5. Resolved to offer the Bracken Hall Manager an additional 3 hours till 31st May

# ST2223/64 Staff Contracts.

1. Resolved to encourage deputy Clerk to sign by the end of the week.
2. Administration Officer is awaiting legal advice
3. Volunteer Coordinator and Bracken Hall Manager declined to sign.
4. Resolved that the Deputy Clerk should initiate a review of the Bracken Hall Manager’s job description.
5. Resolved that any contract issued from today has the original clause regarding hours of work reinstated
6. Resolved to accept the HR companies advice re individuals who do not sign new contracts

“As noted ideally employees will sign their contracts. If any employees (new or existing) have any concerns or reservations about signing the contract you can ask them what these are and seek to address these and alleviate their concerns. As noted, there can be differences in individual contracts provided the reason for the differences is not for a discriminatory reason.

Employees could choose to work under protest where they choose to work under the new terms however make it clear they are not accepting the change. If an employee chooses to do this, they should make it clear that they are not agreeing to the change(s) notwithstanding their decision to continue to work. If employees do not make it clear that they are working under protest, there is a risk that they will be held to have impliedly agreed to the change. Implied agreement occurs in circumstances where agreement can be implied from the conduct of the parties. If an employee continues in employment (as opposed to resigning) the employer can argue that it is not a breach of contract because the employee has, by their actions, agreed to the change. If an employee does not sign their contract, it may make it harder to enforce additional clauses in the contract.

As noted, ideally individuals will sign their contracts so if any individuals have any concerns with this, you can look to address these. You mentioned that an individual was not happy with the variation clause in his contract. If this is the case, however, he has made it clear he will sign the contract if this is removed, you can look to remove the variation clause in this individual's contract if you choose to.”

# *ST2223/65* Recruitment Panel

# Resolved to form a recruitment panel to recruit a combined Town Clerk and RFO comprising Cllrs G.Jennison, G.Dixon, D.Reed and S.Hewitson (when available) and delegate authority to them for the following:

1. Resolved to review the job description; job title; salary; person specification and finalise the applicant’s pack
2. Resolved to agree the time scales, shortlisting, and interview dates and conduct the process
3. Resolved to advertise the post
4. Resolved to appoint the new Clerk/RFO
5. Resolved to delegate to the Recruitment Panel decisions regarding hours, salary or any other matters that may be needed to secure the best candid

**ST2223/67 Promotional Opportunities**

None

**ST2223/68 To Notify the Clerk of any item for future agendas**

* 1. Review of Terms of Reference for Staffing subcommittee
  2. Learning Review of external HR contract with Work Nest (previously Ellis Whitham which expires 20/6/2023)
  3. Review of staff appraisal process

**ST2223/69 Next meeting date**

24/01/2023 2.30pm

Meeting closed 12.07pm

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