

BARNSTAPLE TOWN COUNCIL

MINUTES of the meeting of the STAFF COMMITTEE held on THURSDAY, 18th OCTOBER 2018 at 6.30pm in THE GUILDHALL, BUTCHERS ROW, BARNSTAPLE.

Present: Councillor I Roome (Chairman)
Councillors Mrs V Monk, Mr A Windsor & Mr J Phillips.

Also in attendance: Mr Robert Ward, Town Clerk.

ST15 APOLOGIES FOR ABSENCE

Apologies as recorded on the attendance sheet, were received from Councillors Mrs V Elkins & Mrs J Hunt

ST16 DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr I Roome as member a of North Devon Council has a dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

ST17 MINUTES

RESOLVED: That the minutes of 19th July 2018 be signed and confirmed as a correct record.

ST18 ABSENCE OF PRESS AND PUBLIC

(NC)

RESOLVED: That the following matter shall be taken in the absence of the press and public, in accordance with the Public Bodies (Admission to meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82a.

(NC)

ST19 STAFF HOURS REPORT

Not available for this meeting, deferred for review at the next meeting.

ST20 TOWN CLERK'S REPORT

(NC)

A report was given by the Town Clerk.

1. COMPLETION OF DEGREE BY POST 60

Members acknowledged the work undertaken and the achievement by post 60 in completing their degree.

RESOLVED: A letter from the committee to go to post 60 re the completion of her degree.

(NC)



2. POST 60 LIEU HOURS AND ANNUAL LEAVE

The committee noted the decision taken by the Chairman and Town Clerk to resolve the situation in relation to post 60 and the amount of lieu time and annual leave accrued as a result of providing cover for vacancies and other work pressures.

RESOLVED: To pay one week's lieu time and to permit the carry over of 10 days annual leave (subject to 5 days being taken in November) to post 60.

(NC)

3. LIEU HOURS CURRENT PRACTICE

The committee noted the Town Clerk's report re the current practice for claiming lieu time.

It was noted that there was a need to seek further advice from the Town Council Human Resource adviser to ensure that best practice is followed if a change is made to the practice.

RESOLVED: For the Town Clerk to seek advice from the Town Council human resources provider for support in the process to bring the current practice in to line with best practice.

(NC)

4. REVIEW OF TEMPORARY STAFFING ARRANGEMENT

The committee noted the Town Clerk's report requesting the extension of the arrangement for the temporary cover for the Civic and Ceremonial Manager post by posts 60 and 86 for a further 3 months to 31st December 2018.

RESOLVED: The committee approved the extension of the temporary cover arrangement until 31st December 2018.

(NC)

5. POST 73 DISCIPLINE AND CAPABILITY MANAGEMENT

The committee noted the current actions being undertaken to manage this situation.

(NC)

6. TO DISCUSS THE STAFF HANDBOOK

The Town Clerk has identified several changes need to the Staff Handbook.

- a. To add details of payments to reimburse for sight tests.
- b. Payments to designated first aiders.
- c. To update the current section of the handbook to clarify the arrangement in relation to hours worked and claimed.

- d. To update the handbook to conform with the General Data Protection Regulations.
- e. To add a contents page

RESOLVED: For the Town Clerk to make the changes as required to the Staff Handbook with the support of the Town Council Human Resources adviser.

(NC)

7. POST 91 ANNUAL LEAVE

The Committee noted that the post 91 will be on annual leave from 9th February to 5th March

(NC)

Meeting ended at 7.20pm

Chairman.

Signed.....

Dated.....3/12/18.....