

STOKESLEY TYOWN COUNCIL
EMPLOYMENT COMMITTEE

A Meeting of the Employment Committee was held
on Tuesday 21 March 2023 commencing at 7pm

Employment Committee Membership

Cllr Mike Canavan, Sean Carey, Cllr Bryn Griffiths, Cllr Graham Sowerby and Cllr Andy Wake.

Present: Cllrs Mike Canavan, Sean Carey, and Andy Wake.

Mrs Julie McLuckie, Clerk

In the absence of the Chairman, Cllr Sean Carey Chaired the meeting.

1/21/03/23 NOTICE OF MEETING

RESOLVED that the public notice of the meeting had been provided in accordance with Schedule 12, paragraph 10(2) of the Local Government Act 1972.

2/21/03/23 MEMBERS OF THE PUBLIC

None present.

3/21/03/23 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence from Cllr Graham Sowerby.

4/21/03/23 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA

None declared.

5/21/03/23 MINUTES FROM THE MEETING HELD ON 2 MARCH 2023

RESOLVED that the minutes from the meeting held on 2 March 2023 be agreed and signed as a true and accurate record.

6/21/03/23 SICKNESS / HOLIDAY / ABSENCE DATA SUMMARY

RESOLVED that all members of staff for both the Town Council and Town Hall Trust be thanked for their continued service which had once again recorded a nil sickness return for the period from 12 October 2022 to 21 March 2023.

7/21/03/23 TRAINING

Training Delivered – the Clerk confirmed that all the staff training was up to date.

Training Planned – **RESOLVED** that the Clerk would liaise with the Globe regarding the staff / volunteer training requirements. The Clerk would arrange for the Play Park Superintendent to renew his ROSPA Play Inspections certificate. Councillors were encouraged to attend training events organised by YLCA for areas of specific interest and in particular for new Councillors to gain an understanding of the role.

8/21/03/23 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in accordance with Paragraph 1 (2) of The Public Bodies (Admission to Meetings) Act 1960, the Town Council excluded the press and public from the meeting to deal with items of a confidential nature.

9/21/03/23 SICKNESS ABSENCE / DETAILS

RESOLVED that the Clerk would continue to monitor and manage any absences due to sickness.

10/21/03/23 ASSISTANT CLERK

RESOLVED that the Assistant Clerk be asked to provide a written summary of the information she presented to the Employment Committee on 2 March 2023 so that there is a written record and to ensure that the Committee have all the information to review. The Clerk would ask the Assistant Clerk to provide a 15 minute work time analysis along with her analysis on how much time she feels she spends on each task within her job description on a weekly and monthly basis. The Clerk was asked to obtain copies of job descriptions from similar Town Councils as a benchmark.

Reserved Matters - Employment Committee Only

11/21/03/23 CLERK JOB EVALUATION

RESOLVED that the Clerk was asked to review the evaluation form along with members for review at the next Employment Committee meeting.

The meeting closed at 7.50 pm.

The next meeting will take place on 18 April 2023.

Signed Date