

**STOKESLEY TYOWN COUNCIL**  
**EMPLOYMENT COMMITTEE**

A Meeting of the Employment Committee was held  
on Tuesday 7 December 2021 commencing at 7.00 pm

**Employment Committee Membership**

CLlr Sean Carey, CLlr Bryn Griffiths, CLlr Nigel Johnson, CLlr Graham Sowerby and CLlr Andy Wake.

**Present:** CLlrs Bryn Griffiths, Nigel Johnson, Graham Sowerby and Andy Wake.  
Clerk –Mrs Julie McLuckie.

**1/07/12/21 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.

**2/07/12/21 MEMBERS OF THE PUBLIC**

None present.

**3/07/12/21 APOLOGIES FOR ABSENCE**

None received.

**4/07/12/21 DECLARATIONS OF INTERESTS IN ITEMS ON THE AGENDA**

None declared.

**5/07/12/21 MINUTES FROM THE MEETING HELD ON 27 JULY 2021**

**RESOLVED** that the minutes from the meeting held on 27 July 2021 be agreed and signed as a true and accurate record.

**6/07/12/21 SICKNESS / HOLIDAY / ABSENCE DATA - SUMMARY**

**RESOLVED** that the outline summary of attendance data for all staff for the period since the last meeting be received. Members were pleased to see that there had been no staff absences due to sickness apart from the Assistant Clerk who was currently absent due to contracting COVID 19, it was agreed that this should be recorded under an additional column on the report. It was agreed that the Town Hall Stewards could be paid for one week's annual leave as well as carry one week over to 2022/23 as it has been difficult for them to take leave this year as we have only had two Stewards.

**7/07/12/21 TRAINING**

- i. No training undertaken since the last meeting.

- ii. **RESOLVED** that the Clerk would look at training requirements / refresher training for both the Town Council staff and Town Hall Stewards and would get them into the diary in the New Year and when the new Steward has been appointed.

**8/07/12/21 STAFFING**

**RESOLVED** that we currently have adverts out for a Town Warden and Deputy Library Manger. The Town Hall Steward application process has now closed, and we have received 4 applicants. It was agreed that one of the candidates could not be interviewed as they currently work for us and this would increase their weekly hours to 47 which was not acceptable, however they would remain on a zero hour contract to cover for absences and when the Town Hall is exceptionally busy. The other three candidates would be asked to initially attend to work alongside one of the Stewards for a couple of hours, so they clearly understand what is involved. Upon confirmation that they are still interested in the role they will be invited to attend an interview. The Clerk would pull together the timetable for this and circulate to members.

**9/07/12/21 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.

**10/07/12/21 SICKNESS ABSENCE DETAILS**

**RESOLVED** that the Assistant Clerk was currently isolating for the 10 days following a positive COVID 19 test result. A discussion took place regarding cover for the Clerk if she were to be absent from her post and it was confirmed that the Assistant Clerk would have to provide the cover including servicing the meetings. The Clerk would discuss this with the Assistant Clerk and ensure she is fully trained to provide cover if she was absent. The Clerk was also in the process of documenting all the procedures for all the elements of the role so that there was step by step guidance that could be followed. It was agreed that a protocol should also be developed to ensure procedures are in place to cover if both Clerks were unable to work.

***RESERVED MATTERS - EMPLOYMENT COMMITTEE ONLY***

**11/07/12/21 REMUNERATION**

**RESOLVED** that the seasonal bonuses for all staff employed by the Town Council and the Town Hall Trust be agreed. It was noted that some staff were awarded additional payments to reflect the fact that they had carried out additional work during the COVID 19 pandemic.

The meeting closed at 8 pm.

Signed ..... Date .....