



Staffing Committee

***Minutes of a meeting held on Wednesday 27th June 2018
at 3:30pm in the Council Chamber, Council Offices, Bromyard***

***UNTIL NEXT MEETING OF STAFFING COMMITTEE,
THESE MINUTES HAVE NOT BEEN RATIFIED*.**

Present: Cllrs Pettitt (Chairman), Churchill, Clark, Smith

In attendance: Karen Mitchell - Town Clerk (TC)

18/01 Apologies for absence:
Cllr S Brunsdon.

18/02 Declarations of interest and written requests for dispensation:
None.

18/03 Minutes
The Minutes of the meeting held on the 28th February 2018, were confirmed as a correct record.

18/04 Matters arising:
None.

18/05 Ledbury Judicial Review
Members considered the implications of the legal judgement on local authorities and their employees. The judgement ultimately renders staff unable to invoke internal grievance proceedings where the nature of the complaint concerns a Councillor; complaints would have to be referred to the principle authority's Monitoring Officer under an external Code of Conduct process.

In light of the judgement, members acknowledged a need to re-draft the Council's Grievance Policy and Procedure.

Following discussion, **it was RESOLVED:** That having considered the implications, members concluded that the Councils current grievance procedure should stand until such time as clear advice/guidance is received from HALC, NALC and the SLCC.

It was agreed to move forward item 18/07 forward

18/07

Terms of Reference

To review Terms of Reference for the Staffing Committee

Members discussed the constitution of the Staffing Committee. There was a consensus of opinion that that the Chairman of the Council should be a member of the Staffing Committee. Terms of Reference currently preclude this due the requirement for the Chairman of Council to be Chairman of a Staffing Appeals Committee should the need arise. Consideration could then be given to having someone independent of the Council, to chair an Appeals Committee.

It was RESOLVED: To recommend to Full Council 'That the Chairman of the Council should not be Chairman of the Appeals Committee and that following the spirit of the Ledbury Judgement, the Staffing Committee should be re-constituted to include the Chairman of the Council'.

Terms of Reference to be further reviewed by the Staffing Committee reviewed following consideration of the above recommendation by Full Council.

18/06

To review the following Procedures:

- 1) Grievance
- 2) Disciplinary

It was RESOLVED: To defer the review of the above documents to the next meeting.

18/08

Confidential Items:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960) it was RESOLVEED that because of the confidential nature of the business to be transacted the public and the press leave the meeting during consideration of the following employment matters.

18/09

To consider outsourcing payroll including pension administration.

Members considered three quotations for payroll services. A report outlining the benefits of outsourcing payroll was circulated to members.

It was RESOLVED: To recommend to Full Council 'That the quotation from Freeman Bookkeeping & Accounts Ltd for payroll services be approved and accepted in the sum of £30 per month, subject to contractual assurances'.

18/10

To formalise the Deputy Clerks revised working arrangements.

It was RESOLVED: That the Deputy Clerk's variance of working hours down to 22.5 per week be accepted and that the revised working arrangements take effect as of 1st July 2018.

18/11

To consider a request from the Department for Business, Energy and Industrial Strategy (BEIS) to take part in an employment survey.

It was RESOLVED: That this be refused due to the confidential nature of the information requested.

The meeting closed at 4.19pm.