

HAXBY TOWN COUNCIL

The Memorial Hall, The Village, Haxby YO32 3HT

Minutes of a meeting of the Staffing Committee held on Monday 16th October 2023 upon the rise of the Full Council Meeting in Oakengrove Community Centre, Haxby.

Present: Cllr. R. Pearson – Chairman
Cllr. G. Cockburn
Cllr. I. Thompson
Cllr. E. Pearson

Also present: Anne Wilson Locum Town Clerk

S17/2023 Apologies for absence

RESOLVED to note that there were no apologies of absence for this meeting.

S18/2023 Chairman's Welcome

The Chairman welcomed Councillors to the meeting.

S19/2023 Declarations of Interest.

RESOLVED to note that there were not declarations of interest under consideration on this agenda in accordance with The Local Government Act 2000 Part III and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

S20/2023 Public Question Time and Participation

There were no members of the public present.

S21/2023 Exclusion of Public and Press

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

S22/2023 Appointment of Town Clerk

RESOLVED that Members confirm the appointment of the new Town Clerk and noted that Alan Draper was commencing employment.

S23/2023 Other Staffing Matters

Members were asked to consider and agree a way forward on the following items:

i) Staffing Matters raised by the Locum Town Clerk

Members spoke about the need for an Office Administrator and Cemetery Clerk and noted that there had been limited applicants when they were two part-time posts.

Following lengthy discussion, it was **RESOLVED** that a new full-time post be created – Administrator and Co-Ordinator – 35 hours per week to carry out the administrator in the office role (20 hours) and the cemetery administrator role (15 hours). The post would be paid on the relevant pay scales advertised before proportionating to the hours worked added together.

The Locum Clerk would liaise with the new Town Clerk and the Chairman as to where to advertise and the way forward. In the meantime, it would be seen if a temporary administrator for the cemetery would be sought.

ii) Updates from previous meetings

- Outdoor Staff

One of the outdoor staff would be leaving at Christmas and this left a part-time role to fill.

Members had previously spoken about the need to look at the roles of the Outdoor staff given that there were differing needs in the town from when they were appointed. One of the staff was now trained in the inspection of play areas and had really taken this on board keeping comprehensive records.

Members therefore agreed to look at this in detail at the next meeting and review the roles and hours.

iii) Training

Members noted that training schedules should be put in place for staff.

iv) Terms of Reference

Members agreed to look at the Terms of reference for the Staffing Committee in between meetings and report back to the next meeting of this committee. One of the matters to be spoken about is delegated authority to the committee and whether they already have it.

Signed Date

Chairman