



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee
held at Bridlington Town Council Offices,
62 Quay Road, Bridlington on 3rd December 2019

Present: Councillors Finlay, Foster & Holmes.
Mrs King recorded the minutes.

1.19 To elect a Chairman for 2019-2020:

RESOLVED: *Councillor Finlay is elected Chairman of the Staffing Committee 2019-2020.*

2.19 To elect a Vice Chairman for 2019-2020:

RESOLVED: *Councillor Holmes is elected Vice-Chairman of the Staffing Committee 2019-2020.*

3.19 Apologies for Absence:

RESOLVED: *Apologies were received and accepted from Councillor C Marsburg.*

4.19 Declarations of Interest:

- a) To record declarations of interest by any member of the council in report of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

RESOLVED: *There were none.*

- b) To note dispensations given to any member of the council in respect of the agenda items listed below.

RESOLVED: *There were none.*

5.19 Public Participation session to include items on the agenda (two minutes per person - maximum of fifteen minutes) to include members of the Public and Councillors with Interests:

RESOLVED: *There were none.*

6.19 Review of Holiday Entitlement:

The Committee reviewed the annual entitlement forms.

RESOLVED: *The Committee noted the figures and considered that the figures were on track especially when the Christmas holidays were incorporated.*

7.19 To consider the recent successful completion of the ILCA Course by a member of staff:

RESOLVED *The Committee resolved to award the successful member of staff with the enhanced Administration Salary rate with effect from 01.12.19.*

8.19 To consider pay increase for 2019/2020. The Clerk left room whilst a discussion was undertaken regarding and the Committee resolved the following regarding staff pay:

RESOLVED: *The Committee approved a CPI % pay increase at the CPI rate on 31.03.20 for all staff with effect from the new financial year.*

9.19 To consider a report to address previous suggested implementations and how the new Council will manage the changes. The Committee considered the many aspects of the management of the Bridlington Town Council Staff.

RESOLVED: *The Committee resolved the following regarding:*

The Committee resolved that a Staffing Working Group should consider the following points to take back to a future Staffing Committee Meeting for approval including:

- *Capability Policy for the Town Council to adopt,*
- *Staffing appraisals – who to undertake and when,*
- *Appraisal form update which integrates SMART and Councillor and Staff feedback,*
- *Management of Staff training for Councillors and some staff to effectively accommodate future Council requirements.*

10.19 To consider the Office Staffing with the footfall figures collated over the last 6 months:

RESOLVED: *The Council resolved that the figures be carried forward and to review the situation after 6 months in the new offices.*

Signed:



Mayor of Bridlington

Date:

11.12.19