



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee
held at Bridlington Town Council Offices,
62 Quay Road, Bridlington on 1st October 2020

A hybrid meeting was held.
Councillors Foster & C Marsburg physically attended the meeting.
Councillors Finlay & Walker attended remotely.
The Clerk collated all feedback and comments & facilitated the meeting in the BTC Offices.

Section A:

1.20 To elect a Chairman for 2020-2021:

RESOLVED: *Councillor Finlay is elected Chairman of the Staffing Committee 2020-2021.*

2.20 To elect a Vice Chairman for 2020-2021:

RESOLVED: *Councillor Foster is elected Vice-Chairman of the Staffing Committee 2020-2021.*

3.20 Apologies for Absence:

RESOLVED: *Apologies were received and accepted from Councillor Holmes.*

4.20 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.*

5.20 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.*

Section B:

In accordance with the power granted by the Public Bodies (Admission to Meetings) Act 1960, to resolve that the Public and Media be excluded from the meeting on the grounds that confidential matters will be discussed:

6.20 Review of Holiday Entitlement - The Committee reviewed the annual entitlement forms.

RESOLVED: *The Committee noted the figures and considered that the figures were currently on track and resolved to review again in December 2020.*

7.20 To receive the change of day of work notification:

RESOLVED *The Committee noted the change of day of work notification with effect from 21.09.20.*

8.20 To consider the CiLCA request:

RESOLVED: *The Committee approved the cost of the CiLCA course and the associated hours of extra work that will be involved and all costs can be accommodated by the staffing budget.*

9.20 To consider the implementation of an Action Plan:

RESOLVED: *The Committee resolved to implement the action plan immediately. The Committee resolved that appraisal training plans for all staff members are in place and will be reviewed in December.*

10.20 To consider the staffing of the new offices:

RESOLVED: *The Committee resolved to commence investigations to seek the services of a contract cleaner for 2 hours per week for the new offices. The Committee resolved to review and assess the requirement of a new part time Admin Officer & office opening hours in December. The Staff are requested to monitor the footfall situation once the Town Council has relocated and if it is found that the need for either becomes more urgent or critical this can be reviewed more quickly.*

11.20 To receive information about the provision of HR Advice & Support from ERNLLCA dated 06.08.20:

RESOLVED: *The Council noted the correspondence.*

Signed:


Mayor of Bridlington

Date:

21.10.20