



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee
held at Bridlington Town Council Offices,
62 Quay Road, Bridlington on 19th March 2019

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

1.18 To elect a Chairman for 2018-2019:

RESOLVED: *Councillor Finlay is elected Chairman of the Staffing Committee 2018-2019.*

2.18 To elect a Vice Chairman for 2018-2019:

RESOLVED: *Councillor Holmes is elected Vice-Chairman of the Staffing Committee 2018-2019.*

3.18 Apologies for Absence:

RESOLVED: *Apologies were received and accepted from Councillor Heslop-Mullens.*

4.18 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.*

5.18 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.*

6.18 Review of Holiday Entitlement:

The Committee reviewed the annual entitlement forms.

RESOLVED: *The Committee resolved noted the figures and approved the payment of unused hours that cannot be used or taken forward.*

7.18 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:

- i. *The Committee approved a 2% pay increase (which is in line with the public sector pay rises) for all staff with effect from the new financial year,*
- ii. *The Committee approved that the Responsible Financial Officer is remunerated at the Responsible Financial Officer rate of pay for all hours worked for the Town Council with effect from the new financial year,*
- iii. *The Committee resolved that an immediate Contract review by the Staffing Committee to be in place before the new Council following election. A Staffing Committee working group is to prepare the Contracts for approval at a mutually suitable date for all.*

8.18 To consider the staff appraisals. The Committee resolved the following regarding staff appraisals:

RESOLVED:

- i. The Committee resolved that the staff appraisals will be undertaken by the Mayor and the Chair of Staffing this year,*
- ii. The Committee resolved to recommend to agenda as an item all that encompasses Staffing Appraisals to the next Council as soon as it is formed following the elections,*
- iii. The Committee resolved to also recommend to agenda as an item the creation of a Capability Policy and Procedure document to the next Council as soon as it is formed.*

Signed:


Mayor of Bridlington

Date: 20th March 2019