



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held on 04.02.25
at Town Council Offices, 2A Marshall Avenue, Bridlington at 10.30 am

The meeting was held with Councillors T Milns (Chair), M Heslop-Mullens, & Angelia Walker.
Four (4)

Members in attendance. The Clerk facilitated and recorded the meeting.

Section A:

28.24/25 Welcome from Chair and reading of the recording and Fire declarations:

RESOLVED: *The Chair welcomed members and read out the recordings and fire declarations.*

29.24/25 Apologies for Absence:

RESOLVED: *Apologies were received from Cllr Norman*

30.24/25 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.*

31.24/25 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 no members of the Public present at the meeting.*

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:

32.24/25 To review the Staff Holiday figures to date:

RESOLVED: *The Staff holiday figures are looking ok at this time all staff are actively taking holidays.*

33.24/25 To consider the report deferred from Full Council on 22.01.25 from Cllr Dealtry regarding Staff uniforms:

RESOLVED: *Following discussions around the staff uniforms it was resolved that there would be no requirement for the office staff to have uniform, this was a unanimous decision from all members present at the meeting. The reasoning given for the decision was that:
Staff do not wish to have a uniform, to instil a uniform up on the staff would mean a change in contract which could force the staff out of their existing role and lead to constructive dismissal. It was also thought to be a poor use of taxpayer's money.
It was discussed that the maintenance has logoed uniform/PPE for all aspects of their work, due to them being out in the community.*

34.24/25 To Consider the report deferred from Full council on 22.01.25 from Cllr Dealtry regarding the office opening hours in general, attached information from the Finance officer and information from the staff:

RESOLVED: *Current office opening hours were discussed and these are advertised to the public as 9am to 1pm daily although some staff are in the office from around 08.30am to 2.30pm most days. It was noted and felt that there was NO business case for extending the office hours past 2.30 pm, however it was RESOLVED to increase the current Administrative hours from 9am -1pm to 9am -2.30pm, this will give adequate coverage for staff leave. The increase in hours will start from 1st April 2025 in line with the new tax year. This was a unanimous decision from All members at the meeting.*

35.24/25 To consider the report deferred from Full Council on 22.01.25 from Cllr Dealtry regarding the Christmas opening Hours for the office.

RESOLVED: *The current hours had been approved in 2013, and have since become contractual hours for every member of staff employed by Bridlington Town Council, any other action would have been discriminatory, any future staff employed by Bridlington Town Council will also have this holiday entitlement. The same holiday entitlement has been given to the Maintenance team from the start of their employment and the expectation is that they only open and close St Johns toilets and do a Health and Safety check of the Skate park on the days during the Christmas close down other than Christmas Day, Boxing Day and New years Day, the addition hours of leave can be taken at their discretion. It was RESOLVED to continue with the 2013 arrangement and to ensure that all future staff have this same arrangement, anything different would be deemed discriminatory, All members present agreed with this decision.*

36.24/25 To consider the report form the Town clerk regarding confirmation of the Appraisal process for this year March/April 2025)

RESOLVED: *it was AGREED to ask the Town Clerk to conduct the appraisals for the Admin Officer, and Maintenance Team for 2025 and to include the Project officer for 2026 (the project officer will require a 6 month appraisal this time not a full appraisal) and that the Mayor would conduct the appraisals for both the Town clerk and the RFO, with or with out support from the chair of Staffing.*

37.24/25 To Consider the date and time of the next Staffing Committee meeting

RESOLVED: *It was agreed that a date would be set before the end of this Mayoral year and after the appraisals had been completed.*

Signed:

Mayor of Bridlington

Date: