



WETHERBY TOWN COUNCIL MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Date: Friday 16th January 2024
Time: 9.30am
Location: Town Council Offices, Wetherby Town Hall, LS22 6NE

Present: Cllr Harry Chapman
Cllr Norma Harrington (Chair)
Cllr Neil O'Byrne

In attendance: Iona Taylor, Town Clerk
Helena Briden, Communications Officer (item 11 only).

1. **Apologies**
It was **RESOLVED** that apologies be received, and reasons for absence accepted, from Councillor Newcombe.
2. **Declarations of interest and requests for dispensations** – none.
3. **Exclusion of the press and public.**
It was **RESOLVED** that in accordance with Section 1(2) of the public bodies (admission to meetings) Act 1960 as amended – because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted - the meeting be not open to the public during the session of items 7.2 and 11.
4. **Minutes of the last meeting.**
The minutes of the last meeting of the Staffing Committee, held on 4th December 2023, were **RECEIVED**.
5. **Work Experience Placements**
After considering a request from the Elliott Hudson College Boston Spa it was **AGREED** that Wetherby Town Council can offer up to two placements later in the year. One administrative based and one manual skills / facilities management based, or a combination based upon students preferences and skills.
It was noted that the offer of providing a work experience placement has previously been offered to Wetherby High School.
6. **2024 appraisals.**
It was **AGREED** that the Clerk's appraisal be conducted first and that it be carried out by Councillor Harrington and another member of the Staffing Committee. The targets issued to the clerk, to be based upon the Council's recently agreed action plan will be reflected throughout all appraisals.

Other staff members' appraisals will be carried out by the Clerk and a member of the Staffing Committee.

It was **AGREED** that the March appraisals be used as an opportunity to confirm successful completion of probationary periods for new members of staff or identify requirements for improvement.

The Clerk commented on feedback from staff on the 2023 process.



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7. Facilities

7.1 Vacancy for Facilities Manager

The meeting considered feedback in relation to the recently vacated position of Facilities Manager. The outgoing staff member had indicated that a more administrative based job description may be more appropriate to fulfil the council requirements for reporting to committees, progressing projects and administering a rigorous inspection and maintenance regime.

The meeting received a quotation from the Local Council Consultancy, which had carried out the staffing and structure review for the council in 2021, for the provision of a service to revise the job description and then recruit a new Facilities Manager / Administrator / Clerk (title to be determined).

It was **RESOLVED** that the quotation of £2,190 (excluding VAT and expenses) be accepted and funded through the cost saving of carrying a vacancy on this position.

7.2 Facilities related finance issues.

The meeting **RECEIVED AND NOTED** a report, prepared by the Finance Assistant, on work that has been carried out in recent months to rectify issues predominantly related to the invoicing of goods. Other issues, experienced since November 2022, have included obtaining utility meter readings to ensure accurate bills are received.

The Finance Assistant was thanked for the work that they have undertaken in relation to the rectification of these issues.

8. Action Plan

8.1 To note contents and adoption of Action Plan.

The contents and adoption of the action plan by Full Council on Tuesday 12th December 2023 was **NOTED**.

8.2 Items relevant to the Staffing Committee.

It was **NOTED** that the relevant points for the Staffing Committee relate to the completing the implementation of the Staffing and Structure Review and arranging for first aid training for all staff.

The training has already been successfully delivered and the 2024/25 staffing budget contains proposals to complete the implementation of the review.

9. 2024/25 Budget

9.1 2024/25 Staffing Budget

It was noted that the Town Council had approved the overarching 2024/25 budget at its meeting on 13th February 2024.

Detailed proposals for staffing in the next financial year were considered by Members. The budget provided for total gross salary costs of £232,101.71, employer National Insurance contributions of £20,575.57 and employer pension contributions of £35,546.69. Costs of the self-employed finance assistant are also included in the budget.

It was **RESOVLED** that the staffing budget for the 2024/25 period be approved as proposed.

9.2 Implementation of Staffing Review.

The meeting **APPROVED** proposals for amendments to two members of staff's contracts which would see the completion of the implementation of the staffing review. These proposals will now be broached



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with the relevant staff members. If it is not possible to reach an agreement then further consideration by this committee will be required, otherwise the changes will be implemented.

10. **Vexatious Policy**

The meeting considered a template for a vexatious policy obtained from the Yorkshire Local Councils Associations.

It was **RESOLVED** that the policy be tailored to this council and then tabled for consideration by Full Council with this committee's recommendation of approval.

11. **Correspondence with member of the public.**

The meeting considered items of correspondence between a member of staff and a resident of Wetherby.

It was **RESOLVED** that a number of changes to working practices be made for the protection of staff and their wellbeing.

The Staffing Committee reiterated their support for members of staff and the work that they are doing.

12. **Items for information** – none.

13. **Next meeting** – to be convened as required.

The meeting closed at 10.32am.

These minutes were recorded and prepared by Iona Taylor, Town Clerk.,