

Uppingham Town Council
Staffing Committee held at the Town Hall on Wednesday 19th July 2023 at 6.30pm

Present: Ron Simpson, Christine Edwards, Lindsay Cooper, Pat Dalby

Also present Sharon W Coe – Town Clerk and Cllrs Mark Shaw and Mike Fish

- SC23/087 **Welcome.**
Cllr Simpson welcomed everyone to the meeting.
- SC23/088 **To receive apologies for absence.**
Apologies had been given by Cllrs Hobbs, Jennings, Johnson and Clarke
- SC23/089 **Declarations of Interest.**
Cllr Simpson as a director of LRALC
- SC23/090 **To confirm minutes of the previous meeting (26th October 2022)**
It was proposed by Cllr Edwards, seconded by Cllr Simpson, (three for, 1 abs)
- SC23/091 **An opportunity for members of the public to speak. (Limited to 15 minutes total)**
Technically Cllrs Shaw and Fish (as public) were able to speak but did not wish to.
- SC23/092 **To consider the following resolution “That in the view of the confidential nature of the of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, Section 1.**
It was proposed by Cllr Edwards, seconded by Cllr Dalby, and **resolved unanimously.**
- SC23/093 **To consider the Terms of Reference of this committee as defined by UTC’s standing orders 1.11.0**
The Chair introduced the item by explaining it had been raised at Council as to whether this group should have any delegated powers. The Clerk is accountable to the whole council as a corporate body so it would be difficult to see what powers the staffing committee could have without the approval of Full Council. Following discussion it was decided to leave the status quo and all recommendations would be put to Full Council as a corporate body. It was proposed by Cllr Edwards, seconded by Cllr Cooper. **Resolved unanimously.**
- SC23/094 **To consider strengthening the staff team.**
This item had been placed on the agenda by way of an update. In the last Council, a strategy had been operated whereby there was a mixture of paid staff (Clerk and Asst) and also paid contractors. It had been noted that this would be brought back to this committee to see if the system was working. The Chair asked the Clerk for her opinion and to update the committee on the situation at present. The Clerk overviewed the position clarifying that in her opinion everything was working satisfactorily. She explained the roles

cleaner/keyholding/handyperson. She posed the question what council would like to do regarding succession planning?. The Administration Assistant is happy with her hours.

so options could be;

Employment of a Deputy Clerk in the future who the present Clerk could train, Employ a Clerk at the time of the present Clerk's retirement?

Questions were asked regarding costings for the present contractors against what was paid before for a staff caretaker/cleaner role. The Clerk will provide an analysis of these figures. As the roles undertaken are by self-employed contractors UTC is not liable for any "on costs".

It was suggested that the new council might wish to have a debate regarding the strategy that had been adopted. Albeit it was working Council may wish to readdress in the future. Questions were asked regarding contracts for service and again this will form part of the forward strategy plan which will be written by the Clerk which will be reviewed by this committee.

SC23/095

To consider the holiday entitlements of the Clerk/Admin Asst.

There was a possible anomaly in the contracts for holiday entitlements. This will be investigated by the Clerk and the HR company. It was suggested that the Clerk's contract be reviewed by the H R company. If needed, a recommendation will be suggested to Council to bring the contracts into line.

SC23/096

To consider the appraisal process and set dates including any possible salary implications.

An overview of last year's appraisal progress was made, and it was thought to have worked well for both staff (Clerk) and the Council as a corporate body. The Chair/Vice Chair will meet with the Clerk to carry out her appraisal after councillors had been given the opportunity to feed into the process. The Chair of staffing would write to all councillors in August. The Clerk will use the same forms to meet with the Administration Assistant to carry out her appraisal as her line manager. Suggested dates will be an appraisal for the Clerk in September and the Administration Assistant in October. A question was asked about informal reviews to support the annual appraisal. It was felt the existing method was sufficient. The Clerk will call a staffing committee in October to consider both appraisals which can then be put forward to Full Council, the Clerk will also circulate the Appraisal form to the new council for information. Any salary implications will naturally flow from these completed appraisals and be fed into the budgeting process.

Proposed Cllr Edwards, seconded Cllr Cooper **Resolved unanimously.**

SC23/097

To consider training needs and options.

One of the questions in the appraisal concerns training received and needs. The Chair asked the Clerk to overview. The Clerk confirmed the training budget of £750 that can be utilised in the present year.

The Administration Assistant had received outside specialist training on the Allotments and Love Uppingham websites. The rest of her training had been day to day "hands on" training from the Clerk, who shared her expertise daily

as a good practice for succession and continuity. The Clerk would like the Administration Assistant to attend the LRALC minute course and also to take the ILCA examination.

The Clerk had received training on the new account's software package from RBS as the cemetery training had been declined due to the Clerk's previous experience of the system.

The Chair mentioned new councillor training, and asked if some of the budget could be used. The Clerk confirmed that this could be done and confirmed that we could invite LRALC to UTC to deliver a training course at our premises. The committee felt that this was a good idea and would make a recommendation to Full Council that this be offered as an alternative option. The Clerk will see what is available and this will be presented within the recommendation.

The Chair closed the meeting at 7.10PM

SignedChair of Staffing

Dated

