



Broseley Town Council

The Library Building
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Minutes of a meeting of the Staffing Committee of Broseley Town Council held on Tuesday 8th June 2021 at 5.30 p.m. in the Birchmeadow Centre, Broseley.

Present: Cllr. M. Burton – Chairman
Cllr. C. Bagnall
Cllr. D. Lloyd
Cllr. C. McCabe

Also present: Anne Wilson Locum Town Clerk

54/2021 Chairman's Welcome

In the absence of a Chairman the Locum Town Clerk welcomed Councillors to the meeting.

55/2021 Apologies for absence

RESOLVED to note that there were no apologies for absence for this meeting.

56/2021 Election of Chairman

RESOLVED to elect Cllr. M. Burton as Chairman of the Staffing Committee for the ensuing municipal year.

57/2021 Election of Vice-Chairman

RESOLVED to elect Cllr. C. McCabe as Vice-Chairman of the Staffing Committee for the ensuing municipal year.

58/2021 Minutes

RESOLVED to consider and approve the minutes from the Staffing Committee meeting held on Monday 26th April 2021.

59/2021 Disclosure of Pecuniary Interests

There were no Pecuniary Interests declared.

60/2021 Extension of Library Opening Hours

Members were asked to consider increasing the library opening hours from the 21st June 2021 assuming that all COVID restrictions allow this to happen.

The hours proposed are as follows:

Monday, Thursday and Friday 10.00 – 13.30 & 14.00 – 17.00

Saturday 09.30 – 1.00

RECOMMENDED that Members agreed with the suggested opening hours however they would like to see an article in Town Talk inviting comments about the opening hours and whether any revision is needed going forward.

61/2021 Christmas Closure

To enable rotas to be written for the library staff, holiday to be saved and information to be disseminated to the public in a timely manner Members were asked consider working days before and over Christmas and New Year 2021/2022.

RECOMMENDED that following lengthy discussion about the proposals put forward and how any closure days were made up that this item be deferred for further discussion at the next meeting of this committee on 22nd June 2021.

COMMITTEE IN PRIVATE SESSION

62/2021 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

63/2021 Staffing

Members are asked to receive an update from the Locum Town Clerk on staffing matters and to consider and agree any actions required:

- i) Staffing Matters

Members were appreciative of the additional workload that the Administrator in the office and the Responsible Finance Officer had carried out in the absence of a full-time Town Clerk and **RECOMMENDED** that a £500 additional payment be made to both Members of staff in recognition of the same.

Members were made aware that the clearing of the Jittys and the cleaning of the signs in the town were the responsibility of the outdoor staff. The Locum Town Clerk would remind the outdoor staff that this was part of their responsibilities and ask them to clear them and clean the signs in the next few weeks.

RECOMMENDED that noting the changing and additional needs of the Council in terms of staffing at the current time and going forward, with succession planning for the outdoor team, that a full Staffing Review be carried out. The Locum Town Clerk was asked to obtain quotes.

ii) Apprentices

RECOMMENDED that until a Staffing Review is carried out that the Town Council would defer any decision with regard to taking on any Apprentices.

iii) Employment of a Locum Town Clerk

The current Locum Town Clerk finishes work with the Town Council on the 30th June 2021. She had put out the need for a Locum Town Clerk through SALC and also the SLCC Locum Service for a Clerk for 15 hours per week, one of which needs to be in the office.

RECOMMENDED that the current Locum Town Clerk, as an independent person, still works with the Council on the employment Tribunal and carries out the agreed training with Members. There may be other matters in the future too.

iv) Staff Handbook update

This item was deferred until meeting on Tuesday 22nd June 2021.

v) HR Contract

Members noted that the contract had expired early June 2021 and the Locum Town Clerk had renewed the contract for one month while the council considers options for the provision of the HR Service going forward.

This item was deferred until meeting on Tuesday 22nd June 2021.

Signed **Date**

Chairman