



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee
held at Bridlington Town Council Offices,
62 Quay Road, Bridlington on 1st December 2015

Present: Councillors Carder, Dealtry, Finlay, Foster & M Milns.
Mrs King recorded the minutes. Councillor Copesey was in attendance.

1.15 To elect a Chairman:

RESOLVED: *Councillor Dealtry is elected Chairman of the Staffing Committee.*

2.15 To elect a Vice Chairman:

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

3.15 Apologies for Absence:

RESOLVED: *Apologies were received and accepted from Councillor Marsburg.*

4.15 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.*

5.15 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.*

6.15 Review Contracts and Annual Appraisals for Staff and Volunteers:

The Committee considered the information.

RESOLVED: *The committee resolved that the Staffing Executive Committee were to address the Volunteer contract information. Councillors Heslop-Mullens & Marsburg were to be invited to support the staffing Executive Committee should they wish to for the Volunteer contract information. The Staffing Committee were to address the Staff Contracts and the Mayor is to arrange a suitable date and time to undertake the annual staff appraisals.*

7.15 Review of Holiday Entitlement:

The Committee reviewed the annual entitlement forms.

RESOLVED: *The Committee resolved to accept the current figures and to request that the staff check projective balances for the remainder of the year to ensure appropriate leave usage is undertaken.*

8.15 Receive the Pension Enrolment Information:

RESOLVED: *The Committee noted the pension enrolment information. The Mayor will notify in writing, if appropriate, the member of staff who is not currently a member of the Pension Scheme that they will be opted in as regulations dictate. That member of staff can then choose a course of action.*

9.15 Pay Increase for 2016/2017:

The Committee considered a change of hours for the Responsible Financial Officer. The overall staffing budget will require changing and therefore a decision for staff pay increase is required to be adjusted.

RESOLVED: *The Committee resolved to increase the Responsible Financial Officers hours to Twelve (12) hours for Financial Responsibilities and reduce Administrative duties to Eight (8) hours.*

Due to time constraints the meeting was ceased and the pay rise decisions would be decided at the next staffing committee meeting.

Signed:



Mayor of Bridlington

Date:

16.12.15