



BRIDLINGTON TOWN COUNCIL
Minutes of the Staffing Committee held at Town Council Offices,
2A Marshall Avenue, Bridlington on 10th November 2021

A hybrid meeting was held. Councillors Finlay (Chairman), Foster, Holmes, C Marsburg & Walker physically attended the meeting. There was no remote attendance.

The Clerk collated all feedback and comments with delegated powers in place.

Section A:

17.21 Chairman's Welcome:

The Chairman welcomed everyone to the meeting and referred to the intention to permit audio recording of the meeting.

18.21 Apologies for Absence:

RESOLVED: *All Councillors were present.*

19.21 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.*

20.21 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.*

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. The Chair reminded all present of the particularly confidential nature of all items on the agenda:

21.21 As directed by Full Council to consider assessing the needs of the Council:

RESOLVED: *The Staffing Committee resolved the following regarding:*

- 1. The Staffing Committee resolved that Councillors Finlay, Holmes and Walker are the Review Team to act on behalf of the Staffing Committee.*
- 2. The Review Team are instructed to undertake the 13 stages recommended by ERNLLCA to ensure that the Town Council can move forward positively, effectively, and frugally for the future.*
- 3. The Staffing Committee Review Team are instructed to undertake investigating the other management of the building roles.*

4. *Letters to staff were approved for immediate distribution.*

5. *Dates for the Staffing review Team were set for Monday 15th November 2021.*

22.21 To receive a report from the RFO:

RESOLVED: *The Staffing Committee resolved to approve the request from the RFO.*

23.21 To receive a report regarding Admin Support to the office:

RESOLVED: *The Staffing Committee resolved the following regarding:*

1. *The RFO is authorised to undertake extra hours during the absence of the Town Clerk.*
2. *The RFO is authorised delegated powers to undertake the work of the Town Council during the absence of the Town Clerk.*
3. *The Staffing Committee resolved to approve, should it become necessary, the implementation of additional Administrative Support if required.*
4. *The RFO will be paid the appropriate rate whilst covering for the Town Clerk.*

24.21 To consider and review the holiday entitlement of staff:

RESOLVED: *The Staffing Committee noted the information and resolved to continue to monitor the holiday situation at the next staffing meeting. The Staffing Committee also reiterated that holidays must be taken at times agreed with the Council.*

Signed:



Mayor of Bridlington

Date: