

STAFFING & GOVERNANCE SUB-COMMITTEE

Minutes of the meeting of the Staffing & Governance Sub-Committee held in Ellesmere Town Hall
on Monday 17th February, 2020 at 10am

PRESENT: Councillors: P Goulbourne (Chair), G Hutchinson, D Lunn, G Elner, J Frost
Jo Butterworth – Town Clerk

SG-30/19 **Apologies**

RESOLVED – that apologies received from Cllrs R Hartley and Mrs A Wignall
– away- be approved.

SG-31/19 **Disclosure of Personal & Prejudicial Interests**

None received.

SG-32/19 **Grant Dispensations**

None received.

SG-33/19 **Minutes**

It was moved by Cllr G Hutchinson, seconded by Cllr D Lunn and

RESOLVED – that the minutes of the Staffing & Governance Sub-Committee
meeting on 15th, January 2020 be approved and signed by the Chair as a
true record.

SG-34/19 **Public Question Time**

None received.

SG-35/19 **Date of Next Meeting**

Friday 21st February, time to be confirmed following interview shortlisting.


SG-36/19 **Exclusion of Press and Public**

It was moved by Cllr G Hutchinson, seconded by Cllr J Frost and

RESOLVED - that in accordance with the Public Bodies (Admission to
Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992,
the public and press be excluded for the remainder of the meeting for the
following items of business on the grounds that they involved the likely
disclosure of exempt information as defined in the Acts.

SG-37/19 **Minutes**

It was moved by Cllr G Elner, seconded by J Frost and

 21/2/20

RESOLVED – that the exempt minutes of the Staffing & Governance Sub-Committee meeting on 15th January 2020 be approved and signed by the Chair as a true record.

SG-38/19 **Assistant Clerk/Accounts Assistant Vacancy**

- (a) Councillors read through and discussed the applications received and shortlisted candidates to invite to interview.
- (a) It was agreed that Cllrs G Hutchinson, P Goulbourne together with the Clerk conduct the interviews on Friday 21st February from 9.30am, if Cllr Hutchinson is unavailable, Cllr G Elner will join the panel.
- (b) It was further agreed that as each applicant had completed a business maths test upon application, a straightforward interview would suffice. Councillors worked through some pre-prepared questions until they were they were satisfied which ones would be delivered during the interview. All members were in agreement that the interviews should last 45 minutes to be followed by a Staffing & Governance meeting to select the preferred applicant.

SG-39/19 **Staff Spinal Column Points.**

The Clerk reported that during a Staffing & Governance meeting held on Wednesday 23rd January, 2019 discussions had taken place regarding 3 members of staff that had reached the top of their pay scale (SG-16/18), however no further discussions were held in 2019.

As we are 12 months on and all staff appraisals have now been carried out discussions took place to consider the salary scales and also what effects of the National Living Wage increase as from the 1st April.

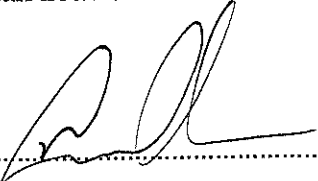
SG 40/19 **Caretaking Assistant Probationary Period Review**

The Clerk gave an update to members following the probationary review she had conducted.

SG41/19 **Staff Holidays and Lieu Hours**

Members received a report on staff lieu hours and outstanding holiday.

Meeting closed at 11.50am

Chair: 

Date: 21/2/20