



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 17th July 2020

STAFFING COMMITTEE

You are summoned to attend a virtual meeting of the Staffing Committee on
Thursday 23rd July 2020 at 2pm
Via Zoom

Link: <https://us02web.zoom.us/j/88179238151>

Meeting ID: 881 7923 8151

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Staff Absence Monitoring***
- ***Staffing Training Options***

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **WELCOME**

To receive a welcome from the meeting Chairman:

To note that this is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, the Chairman will introduce the Councillors present and ask that they say 'hello or wave.'

2. **Recording of Meeting**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access to the meeting via audio only.

3. **Election of Vice Chairman**

To elect a Vice Chairman for Staffing Committee for the period until the end of the council year on 6th May 2021.

4. **Apologies**

To receive apologies as notified to the Town Clerk.

5. **Declarations of Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest



6. Public Open Session (15 minutes)

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

7. Minutes - To approve the closed minutes of the **STAFFING COMMITTEE** meeting held on **20th FEBRUARY 2020**.

ITEM	ATTACHMENT
<p>8. STAFFING COMMITTEE TRAINING OPTIONS To consider a report on training options for councillors and staff</p>	8
<p>9. STAFFING REVIEW To receive a verbal update.</p>	No papers
<p>10. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	No papers
<p>11. STAFF ABSENCE MONITORING To receive a report on staff absences</p>	11
<p><i>M e m b e r s h i p</i></p> <p><i>Councillors: Lyle (Chair); Cobley; Garner, Gill, Ginger; Jones, Pote, Sheward and Smithers</i></p>	
<p>Date of the next Staffing & Appeals Committee meeting: 19th November 2020</p>	

Item 7

Minutes – 20th February 2020

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 20th FEBRUARY 2020** at **10.30am**.

ST/115 **PRESENT**

Chair: Cllr Lyle

Councillors: Garner, Pote, Smithers.

Officers: Gina Wilding, Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/116 **HEALTH AND SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/117 **APOLOGIES**

Apologies for absence had been received from Councillors Ginger, Jones, Perks and Sheward.

ST/118 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/119 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/120 **MINUTES –15th JANUARY 2020**

RESOLVED (unanimous) DL/EG

That the minutes of the Staffing Committee meeting held on the 15th January 2020, be approved as a correct record and signed by the Chairman.

ST/121 PAY AWARD

RESOLVED (unanimous) RP/EG

That the pay award update information for the coming year is received.

ST/122 PARENTAL BEREAVEMENT LEAVE INFORMATION AND POLICY

RECOMMENDED (unanimous) DL/RP

That:-

- i) the information regarding the parental bereavement entitlement leave be received;
- ii) subject to removal of 1.3 as recommended by Ellis Whittam, the Parental Bereavement Leave Policy be adopted.

ST/123 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (unanimous) DL/RP

That the public and press be excluded and the meeting continue in closed session.

ST/124 STAFF TRAINING

RESOLVED (unanimous) RP/JS

That the list of staff training undertaken in 2019-20 be received.

ST/125 STAFF APPRAISALS

RESOLVED (unanimous) EG/RP

That the list of staff appraisals for 2020 be received.

ST/126 STAFF APPRAISAL FORM

RESOLVED (unanimous) DL/RP

That subject to the following changes recommended by Ellis Whittam;

- i) removal of the wording on page 1 'as well as likely costs';

- ii) under the section, Consider your role, each question is separated and numbered

The Staff Appraisal form be approved.

ST/127 STAFFING REPORT

RECOMMENDED (unanimous) DL/RP

- i) that subject to approval from the Town Council's solicitor, the tender document and accompanying documents be approve;
- ii) that the following local authorities and companies are invited to tender; Shropshire Council, Society of Local Council Clerks, Telford & Wrekin Council and Ellis Whittam, be approved;
- iii) that the tender timetable V1 be approved.

The meeting closed 11.15am

Chairman

Date

Item 8

Training

REPORT

Staffing Committee Training Options Report No. ST/20/03

Staffing Committee
23rd July 2020

1. INTRODUCTION

- 1.1.1 This report is to provide members with options for councillor and staff training.

2. RECOMMENDATIONS

- 2.1 To decide whether the training session on the 19th November should be on Unconscious Bias, or Staff and Councilor Wellbeing.
- 2.2 That Members sign up for free online training with ACAS;
- 2.3 To note that SALC training options are regularly circulated

3. BACKGROUND

- 3.1 The Town Council has a training budget of £10,000 in 2020 / 21. Whilst the majority of this funding will be used to ensure the town council fulfils its health and safety and staff training obligation, there is also funding available to support councillors in their roles.
- 3.2 Councillors are provided with a variety of training to support them in their roles. This includes:
- The Councillor Induction Pack including the core council policies, a ward map, The Good Councillor Guide, and the Good Employer Guide.
- 3.3 All Members have been given the opportunity to attend training sessions with SALC (Shropshire Association of Local Councils) such as 'Being a Better Councillor' and 'Fundamentals for Councillors'.

4. **STAFFING COMMITTEE SPECIFIC TRAINING OPTIONS**

External Training Providers

4.1 External Training Providers are able to provide tailored training on request.

4.2 During previous training session the subject of Unconscious Bias training was raised and this subject could be offered in November. The need for this training has been highlighted by the recent focus on the unconscious bias that exists relating to racial matters, but unconscious bias in the recruitment process could also cover gender, and many other matters.

4.3 **Shropshire Association of Local Councils (SALC)**

SALC offer training throughout the year, with updates circulated via the Town Clerk. This year due to the pandemic, there has been a shift from classroom based courses to virtual conference type delivery.

4.4 A list of current available courses can be found at their website by clicking on this link <https://www.alcshropshire.co.uk/sites/default/files/online-training-programme-2020-0.pdf>

4.5 If Members wish to attend any of these training sessions they need to make their booking through the Senior Admin Assistant.

4.5 **The Advisory, Conciliation, and Arbitration Service (ACAS)**

ACAS provides advice on employment rules, rights and best practice to employers and employees.

4.6 ACAS offers a variety of free online courses. Members can create an account and sign up for a free online training. Please follow the link below.

<https://www.acas.org.uk/online-training> offers training in the following subjects:

- Bullying and Harassment
- Change Management
- Conflict Resolution
- Disability Discrimination and Reasonable Adjustments
- Discipline and Grievance
- Equality and Diversity
- Flexible Working
- Managing People
- Mental Health Awareness for Employers
- Religion or Belief in the Workplace
- Shared Parental Leave
- TUPE

- Work Options when preparing for Retirement
- Working Time and Holidays

4.7 A topic that has been important for everyone during the pandemic is ways of maintaining your mental health. Specific training on councilor and staff well-being could be considered for the training session in November, or a future session.

Town Clerk
June 2020

Implications

Wards Affected (All)

Financial (budget information is contained within the report)

Health & Safety (Employment Law includes Health and Safety at Work Act 1974; The Equality Act 2010; Employment Rights Act 1996; Mental Health Act 1983; and Working Time Regulations)

Law & Order (none)

Environmental Implications (none)