

CAISTOR TOWN COUNCIL

There will be a meeting of the Employment Committee held on Thursday 27th June 2019 in the Council Chamber of the Town Hall commencing at 7pm.

The Employment Committee's standing membership consists of Cllrs J Bowman, S Davey, M Galligan, C. Mackenzie, C Rudd & M. Sizer. Other Town Council Members may attend and fully participate in the meeting.

Agenda

- 1 Election of Chairman:**
To elect a Chairman from the members of the Standing Committee.
- 2. Employment Committee: Terms of Reference.**
To consider the Committee's remit.
- 3. Policy Matters:**
 - a. Abusive, Persistent or Vexatious Complaints Policy:**
To consider implementing a new Town Council policy.
 - b. Publications Policy:**
To consider adoption.
- 4. To pass a resolution to move the Committee into private session in order to consider confidential matters.**
- 5. Performance of Contractors:**
To review the performance of the Town Council's contractors.
 - a. Glendale Countryside.
 - b. Mr Hodson.
 - c. Mr Gilliatt.
- 6. Town Clerk's Annual Review:**
To undertake a review of the Town Clerk's performance.
- 7. Date of next meeting.**

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Reports:

Item 2. **Employment Committee: Terms of Reference.**

The Committee shall consist of Town Councillors appointed at the annual meeting of Caistor Town Council in May each year and will be reviewed annually. The Chairman will be elected at the first meeting of the Committee. Meetings will be held as and when necessary and the Chairman will report back to Town Council on a monthly basis. The remit of the Committee is:

1. To receive reports from the Town Clerk on Staffing and Contractors matters
2. To deal with staffing issues, pay and conditions, disciplinary issues, resignations, recruitment and all other staffing matters
3. To support and approve necessary staff training
4. Consideration of health & safety issues
5. To undertake annual appraisal for the Town Clerk
6. To make recommendations to Town Council on all personnel matters
7. To dealing with other matters, as requested, by Town Council

Item 3. **Abusive, Persistent or Vexatious Complaints Policy:**

LALC have copied a draft Policy for Town Council adoption which addresses the above issues. Members are asked to comment on the draft and recommend the adoption of a similar policy to the Town Council.

Item 4. **Performance of Contractors:** The Town Council has three principle contractors:

- Kim Hodson(self-employed): Cleansing and General Maintenance,
- Mike Gilliatt (self-employed) Churchyards Maintenance,
- Glendale Countryside Limited: Grass Cutting across Town
- Other businesses are used for specialist work following competitive tenders. (Dean Mellors, The Roofing Corporation, Wisemans & Thompsons (Moles).

The Town Clerk monitors the contractor's performance against their agreed contact specifications including frequency and quality of works. Members regularly pass comment on their work and performance. The summer always brings grass cutting into focus, as sunshine and rain are largely unpredictable but impact on the rate of grass growth and need for cutting. Liaison on this point is not without problems but is improving as contractors juggle their work in the area. Kim Hodson is proving very versatile in his tasks and maintains a work priority list as directed by the Town Clerk.

Item 5. **Town Clerk's Annual Review:**

Members have been asked to comment on all aspect of the Town Clerk's work and practices. The anonymous responses will be taken up with the Town Clerk by the Chairman and recommendations as to future procedures be agreed.