

MINUTES OF A MEETING OF THE STAFFING COMMITTEE

Held on Friday 20th November 2020 at 11:00am

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

Present: Councillor Mrs E. Blezard
Councillor B. Mayne
Councillor Mrs P. Mayne – Acting Chairman
Councillor Mrs A. Wood

Absent: Councillor Mrs H.W. Jones

1. Apologies for Absence

Apologies were submitted on behalf of Councillor Mrs H.W. Jones.

2. Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

3. Public Bodies (Admission to Meetings) Act 1960

RESOLVED that all items relating to Town Council staff will be taken in private due to the confidentiality of the information to be discussed.

4. Minutes

RESOLVED that the minutes of the Staffing Committee held on Friday 24th January 2020 (Minute Numbers 32-38; Pages 11-12) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor Mrs E. Blezard / Seconded by Councillor B. Mayne)

5. Minutes

RESOLVED that the minutes of the Staffing Committee held on Friday 15th November 2019 (Minute Numbers 22-31; Pages 8-10) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs A. Wood)

6. Anti-Harassment and Bullying Policy

RESOLVED that the Anti-Harassment and Bullying Policy be approved and adopted.

7. Grievance Policy

RESOLVED that the Grievance Policy be approved and adopted.

8. Stress Management Policy

RESOLVED that the Stress Management Policy be approved and adopted.

9. Sickness Absence

The Town Clerk provided a report on sickness and absence.
All balances were within policy limits.

RESOLVED that the report be received and the contents noted.

10. Annual Leave

It was reported that due to the Coronavirus Pandemic, all members of staff could carry forward an additional 5 days leave, making a total of 10 days, to be taken by March 2023.

The Town Clerk gave an update on annual leave booked in the 2020/21 holiday year.

RESOLVED that the report be received and the contents noted.

11. Training

An update was provided on training and development opportunities during the last eight months.

RESOLVED that the report be received and the contents noted.

12. Workload

A report was provided on workload during the Coronavirus Pandemic.

It was reported that all members of staff were helpful and professional over the phone and their work was appreciated.

The Town Clerk placed on record her sincere thanks to all the staff, whether they have worked full time, part time or not at all in the last eight months. We are living through extremely uncertain times and all have our personal issues to deal with. The staff response to significant change and adaptation to new working practices is admirable and they should be commended for their efforts.

The Staffing Committee fully supported these comments and asked that all staff, including the Town Clerk, be commended for their work in recent months.

RESOLVED that the report be received and the contents noted and that:

- i) All staff be commended for their efforts during the pandemic.

13. Job Descriptions

The revised job descriptions were circulated for approval following approval of the model contract in January 2020.

RESOLVED that the revised job descriptions be approved and circulated to staff.

In the absence of any further business, the Acting-Chairman thanked everyone for their attendance and closed the meeting.