

## **MINUTES OF A MEETING OF THE STAFFING COMMITTEE**

**Held on Friday 23<sup>rd</sup> April 2021 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 A. Bones  
Councillor B. Mayne  
Councillor Mrs P. Mayne

**Absent:** Councillor J. Botterill, Councillor Mrs H.W. Jones,  
Councillor Mrs A. Wood

### **14. Apologies for Absence**

Apologies were received and reasons approved on behalf of Councillor J. Botterill, Councillor Mrs H.W. Jones, and Councillor Mrs A. Wood

### **15. 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.

### **16. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all items relating to individual members of staff be taken in private due to the confidentiality of the information to be discussed.

### **17. Minutes**

RESOLVED that the minutes of the Staffing Committee held on Friday 20<sup>th</sup> November 2020 (Minute Numbers 1-13; Pages 1-3) be received as a true record and the contents contained therein be approved.

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

**18. Annual Leave Policy**

RESOLVED that the Annual Leave Policy be received and adopted.

**19. Disciplinary Policy**

RESOLVED that the Disciplinary Policy be received and adopted.

**20. Employee Expenses Policy**

RESOLVED that the Employee Expenses Policy be received and adopted.

**21. Equality & Diversity Policy**

RESOLVED that the Equality & Diversity Policy be received and adopted.

**22. Annual Leave**

The Town Clerk provided an update on annual leave carried forward from the 2020/22 holiday year and holidays booked in 2021/22.

RESOLVED that the report be received and noted.

**23. Training**

The Town Clerk provided an update on the training opportunities over the last twelve months.

Members discussed the provision of a specific training budget for Councillors and felt it was important to enable Councillor development opportunities.

RESOLVED that the Training update be received and that:

- i) A proposal be referred to the Finance Committee to set aside an additional £1,000 in the budget for Councillor training.

**24. Pay Award and Incremental Increases**

The Town Clerk provided an update on the 2020/21 pay award and updated members on incremental increases which had been applied.

Members considered the pay increases for casual staff.

RESOLVED that the report be received and that the casual staff pay remain at its current levels and reviewed in 12 months.

**25. Covid Risk Assessments and Working from Home**

The Town Clerk provided an update on the government advice on working from home and a copy of the latest Risk Assessments were circulated.

It was suggested that staff and Councillors could be asked to take part in Lateral Flow Testing prior to a return to face to face meetings.

It was noted that staff are attending the office on at least two days per week to ensure that post is collected and Health & Safety requirements were met.

RESOLVED that the report and Risk Assessments be received and that a further review be carried out after the next step in lockdown easing on 17<sup>th</sup> May 2021.