



**Minutes of a Remote Meeting of the Staffing Committee
held on Thursday 17 December 2020 via Zoom Video Conference**

Commenced: 10.30am – Concluded 11.35am

Councillors Present. Carol Levery [Chairman], Victoria Bowden, John Brownrigg [Ex-Officio] and John Housley [Ex-Officio].

Absent Councillors. Terence Bawden and Tracy Grantham.

Officers: Andrew Towleron – Parish Clerk/RFO [minute taker].

Members of the Public. Three members of the public.

Chairman's Opening Remark. Prior to the formal commencement of the meeting, the Chairman (Councillor Carol Levery) outlined the procedure for this remote meeting to ensure that it was effective and lawful. The Clerk explained that he would be recording the meeting.

<u>2020/039</u> <u>(SC)</u>	<u>39: Apologies and Reason for Absence</u> An apology was received from Councillor Tracy Grantham due to a hospital appointment. Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the apology of absence and reasons given by Councillor Tracy Grantham be received and accepted. <p style="text-align: right;">(4 in favour)</p>
<u>2020/040</u> <u>(SC)</u>	<u>40: Declarations of Interests</u> There were none.
<u>2020/041</u> <u>(SC)</u>	<u>41: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> The Chairman explained that there were two items on the agenda that she considered required the exclusion of the press or public due to the confidential nature of the business to be considered. These were items 2020/046 Paul Hoey Associates Investigation Update and 2020/048 Staff Terms and Conditions. Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the press and public be excluded from items 2020/046 (SC) Paul Hoey Associates Investigation Update and 2020/048 (SC) Staff Terms and Conditions. <p style="text-align: right;">(4 in favour)</p>

<u>2020/042</u> <u>(SC)</u>	<u>42: Public Participation Session</u> No questions were received from members of the public.
<u>2020/043</u> <u>(SC)</u>	<u>43: Staffing Committee Minutes</u> The approved minutes and actions of the Staffing Committee meeting held on 22 October 2020 were outlined by the Chairman and considered. Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the minutes of the Staffing Committee meeting held on 22 October 2020 be endorsed. <p style="text-align: right;">(4 in favour)</p>
<u>2020/044</u> <u>(SC)</u>	<u>44: Policies for Review/Consideration</u> To consider/review the attached policies and procedures, and make recommendations to Council on next steps: - <ul style="list-style-type: none"> (a) Annual Leave (b) Expenses (c) Lone Working (d) Performance Appraisal (e) Recruitment Selection (f) Sickness Absence (g) Training and Development These were considered. The Clerk explained that they were based on good practice tailored to the needs of the Council. Several suggestions were in relation to the timing of performance appraisals (Performance Appraisal Policy) and in exceptional circumstances leave be taken as paid leave (Annual Leave Policy). Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That subject to the above amendments being made that the: - <ul style="list-style-type: none"> 1. Annual Leave 2. Expenses 3. Lone Working 4. Performance Appraisal 5. Recruitment Selection 6. Sickness Absence 7. Training and Development policies be recommended to Full Council for approval. <p style="text-align: right;">(4 in favour)</p>
<u>2020/045</u> <u>(SC)</u>	<u>45: COVID Pandemic and Implications for Staff</u> The Clerk gave an update on steps taken to ensure that staff were safe. He was confident that the Council had done everything in accordance with national guidance. The Council's Administrative Officer, Julie Allsop, was commended on her hard work and efforts in making its staff and the Council more generally Covid prepared and safe.
<u>2020/046</u> <u>(SC)</u>	<u>46: Paul Hoey Associates Investigation Update</u> The Chairman provided a verbal progress report. She explained that a copy of the project specification had been forwarded to all Councillors for consideration. The comments received were positive or on matters of detail. The copy of the final specification was available. She added it may be more appropriately termed the Pressland and Moses Investigation going forward, which

	<p>was agreed. A discussion then took place on the budget for this. An amount of £6,000 was recommended. The Clerk said that this could be met out of the staffing budget heading.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor John Housley, and RESOLVED: It is recommended to Council that: -</p> <ol style="list-style-type: none"> 1. It confirms that Paul Hoey Associates be asked to undertake the investigation. 2. A budget of £6,000 be allocated from this year's budget for the investigation. <p style="text-align: right;">(4 in favour)</p>
<u>2020/047</u> <u>(SC)</u>	<p><u>47: National Living Award for 2020/21</u></p> <p>The Clerk provided a verbal report. He explained that the Government had announced that the National Living Award would increase by 2.2% pay from April 2021 and that this would have implications for staff.</p> <p>Proposed by Councillor John Brownrigg and Seconded by Councillor Victoria Bowden, and RESOLVED: That the National Living Award for 2020/21 and its implications for Council staff be noted and endorsed.</p> <p style="text-align: right;">(4 in favour)</p>
<u>2020/048</u> <u>(SC)</u>	<p><u>48: Staff Terms and Conditions</u></p> <p>These were the subject of a detailed discussion.</p> <p>Proposed by Councillor John Housley and Seconded by Councillor Victoria Bowden, and RESOLVED: It is recommended to Council that: -</p> <ol style="list-style-type: none"> 1. The weekly contractual hours of the Community Involvement Officer position be increased to 22 hours from 20 hours temporarily from January 2021 to the end of March 2021. 2. The hourly rate of the cleaner post is revaluated before April 2021. <p style="text-align: right;">(4 in favour)</p>
<u>2020/049</u> <u>(SC)</u>	<p><u>49: Date and Time of Future Meetings</u></p> <p>It was agreed that this should take place sometime in January 2021 and the precise date would be considered further by the Chairman of the Committee and the Clerk. Reference was made to the convenience of holding meetings on a Thursday morning. It was considered that this was fine in principle though important to ensure that meetings did not clash with other meetings, especially as Thursday morning was generally a popular time for meetings.</p>