



**Draft minutes are subject to approval at the next Full Council meeting.**

**Draft Minutes of Staffing Committee Meeting  
held remotely on Thursday 9 September 2021**

**The meeting commenced: 7.15 pm – concluded 8.00 pm**

**Councillors Present.** Carol Levery (Chairman), John Brownrigg (Ex-Officio), Susan Davidson, John Housley (Ex-Officio) and David Ogle.

The Clerk stated that Councillor Susan Davidson was attending as an agreed substitute member for Councillor Victoria Bowden.

Councillor Tim Whitaker was also in attendance in a voluntary capacity.

**Absent Councillors.** Victoria Bowden and Thomas Sturgess.

**Officers:** Andrew Towleron – Parish Clerk/RFO (minute taker).

**Members of the Public.** None.

**Chairman’s Announcement**

Before 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 stated he was recording the meeting for the purpose of aiding minute taking.

**2021/11  
(SC)**

**Item 11: Apologies and Reason for Absence**

It was reported that Councillors Victoria Bowden and Thomas Sturgess were both unable to attend and the reasons for this provided.

Proposed by Councillor John Housley and seconded by Councillor John Brownrigg and  
**RESOLVED:** That the apology and reasons given by for absence by Councillor Victoria Bowden and Councillor Thomas Sturgess by approved.

(5 in favour)

**2021/12  
(SC)**

**Item 12: Declarations of Interests**

There were none.

**2021/13  
(SC)**

**Item 13: Exclusion of Press and Public**

There were no items that required the exclusion of the press and public.

<p><b><u>2021/14</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 14: Public Participation Session</u></b></p> <p>No questions were received.</p>
<p><b><u>2021/15</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 15: Staffing Committee Minutes</u></b></p> <p>The approved minutes and actions of the Staffing Committee meeting held on 28 June 2021 were outlined by the Chairman and considered by the meeting. The Chairman noted a slight typographical error.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the minutes of the Staffing Committee meeting held on 28 June 2021 be endorsed.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b><u>2021/16</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 16: Local Government (including parish councils) 2021/22 Pay Award</u></b></p> <p>The Clerk provided a progress report. He explained that the employers had been offered 1.75%, which all the three local government unions (UNISON, GMB and Unite) were recommending to their members be rejected.</p>
<p><b><u>2021/17</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 17: To consider the Volunteer Policy.</u></b></p> <p>The draft policy was considered. Various minor suggestions were made to the wording of the document.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That subject to the agreed amendments to the wording of the policy being made, that the Volunteer Policy be recommended to Council for approval.</p> <p style="text-align: right;">(5 in favour)</p>
<p><b><u>2021/18</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 18: First Aid Training Update</u></b></p> <p>The Clerk explained that there would be introductory training for all Council staff on the morning of Monday 27 September 2021. This was to be done partly in response to a requirement on all small businesses by the Health and Safety Executive to have at least one appointed 'First Aid' person. It was asked if Councillors could also attend. The Clerk said that they could, subject to there being enough places. Members were asked to notify the Clerk if they were interested in attending.</p>
<p><b><u>2021/19</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 19: Emma Mainwaring and ILCA</u></b></p> <p>It was reported that Emma Mainwaring, the Council's Community Coordinator, had completed the Introduction to Local Council Administration (ILCA) qualification. The Committee congratulated her successfully completing this.</p>
<p><b><u>2021/18</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 20: Staffing Update</u></b></p> <p>The Clerk provided a verbal report on various issues. He explained that the advertisement for the vacancy for the temporary part-time Administrative Assistant had been slightly delayed mainly due to him having to self-isolate. It would be widely advertised shortly. The Chairman outlined the proposed recruitment process, including that the interview panel would comprise herself, the Clerk and the Administrative Assistant.</p> <p>A discussion also took place on progress with the various agreed job evaluations to ensure</p>

	<p>that they were graded fairly. It was explained that this was not progressing as quickly as anticipated and had been a considerable delay. It was agreed that the Chairman and Clerk with suitable support should now lead this.</p>
<p><b><u>2021/10</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 21: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next meeting was scheduled for Thursday 11 November 2021 at 7.00 pm.</p>

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