



**Minutes of the Staffing Committee Meeting  
held remotely on Thursday 20 January 2022**

**The meeting commenced: 7.15 pm – concluded at 7.40 pm**

**Councillors Present.** Carol Levery (Chairman), Victoria Bowden (Vice-Chairman), John Housley (Ex-Officio) and Thomas Sturgess.

**Absent Councillors.** John Brownrigg

**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.

**2021/33  
(SC)**

**Item 33: Apologies and Reason for Absence**

Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and  
**RESOLVED:** That the apology and reasons given for absence by Councillor John Brownrigg be approved.

**2021/34  
(SC)**

**Item 34: Declarations of Interests**

There were none.

**2021/35  
(SC)**

**Item 35: Exclusion of Press and Public**

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

**2021/36  
(SC)**

**Item 36: Public Participation Session**

There were no questions were received.

**2021/37  
(SC)**

**Item 37: Staffing Committee Minutes**

The approved minutes and actions of the Staffing Committee meeting held on 11 November 2021 were outlined by the Chairman and considered by the meeting.

Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and

|   |   |
|---|---|
|   | <p><b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 11 November 2021 be endorsed.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>   |
| <b><u>2021/38</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 38: Local Government (including parish councils) 2021/22 Pay Award</u></b></p> <p>The Clerk explained that the position was still unclear. Following the employers 'full and final offer' of roughly 1.75%, the main unions representing local government workers had balloted their members whether industrial action should be taken, recommending to their members that they should vote yes. The outcome of the ballot of members of the main trade union (Unison) was 70% support for industrial action, however, the turnout was far below that required (50%) required by law to enable them to take strike action.</p>  |
| <b><u>2021/39</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 39: Minimum Wage 2022/23</u></b></p> <p>The Clerk explained that the Government had announced an above inflation increase in the statutory Minimum Wage which would rise from £8.91 to £9.50 hour for an employee aged 23 or over from April 2022. He went on to outline the implications of this for the Council.</p>  |
| <b><u>2021/40</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 40: COVID Pandemic</u></b></p> <p>The Clerk gave an update. He explained that the Council was keeping a close eye on the Government and other announcements and guidelines in response to this. Adding, that while all 'Plan B' Covid-19 measures in England will end on 27 January 2022, including guidance to work from home, employers were still required to ensure the safety of staff and others. A general discussion then took place on this.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Victoria Bowden and<br/> <b>RESOLVED:</b> That it is recommended to Council that guidance should be issued recommending that any member of staff who has come into contact with someone that has tested positive for COVID-19, but has not tested positive for COVID themselves, should notify the Clerk immediately and they should work from home for at least five days.</p> <p style="text-align: right;"><i>(4 in favour)</i></p> |
| <b><u>2021/40</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 41: Mental Health Training Next Steps</u></b></p> <p>It was reported that at its November 2021 meeting, members asked that consideration be given to providing mental health training for staff and councillors (minute 2021/28 (SC)). This had been looked into and a suitable company identified to provide this. This was then discussed, including appropriate times and locations for any training.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor John Housley and<br/> <b>RESOLVED:</b> That it is recommended to Council that Good Vibes Only be commissioned to provide a half-day mental health awareness training session for councillors and staff based on their quotation of the 16 November 2021.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>  |
| <b><u>2021/42</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 42: Staffing Update</u></b></p> <p>The Clerk and Chairman provided a verbal report on various issues. This included progress with annual appraisals of staff, staffing budget etc. It was confirmed that following the decision of the Council (minute 2021/166 (FC)) to make the existing temporary and part-time Administrative Assistant post permanent, this was being progressed.</p>  |
| <b><u>2021/43</u></b><br><b><u>(SC)</u></b> | <p><b><u>Item 43: Date and Time of Future Meetings</u></b></p> <p>It was noted that the next meeting was scheduled for Thursday 10 March 2022 at 7.00 pm.</p>   |