



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

**Draft Minutes of the Staffing Committee Meeting  
held remotely on Thursday 24 February 2022**

**The meeting commenced: 11.00 am – concluded at 11.25 am**

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

**Absent Councillors.** None.

**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.

<b><u>2021/44</u></b> <b><u>(SC)</u></b>	<b><u>Item 44: Apologies and Reason for Absence</u></b>  There were none.
<b><u>2021/45</u></b> <b><u>(SC)</u></b>	<b><u>Item 45: Declarations of Interests</u></b>  There were none.
<b><u>2021/46</u></b> <b><u>(SC)</u></b>	<b><u>Item 46: Exclusion of Press and Public</u></b>  There were no items that required the exclusion of the press and public.
<b><u>2021/47</u></b> <b><u>(SC)</u></b>	<b><u>Item 47: Public Participation Session</u></b>  There were no questions were received.
<b><u>2021/48</u></b> <b><u>(SC)</u></b>	<b><u>Item 48: Staffing Committee Minutes</u></b>  The approved minutes and actions of the Staffing Committee meeting held on 20 January 2022 were outlined by the Chairman and considered by the meeting. An update was

	<p>requested on the progress with the mental health training (minute 2021/41). It was explained that the preferred trainers had been appointed and a suitable date was being arranged.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 20 January 2022 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2021/49</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 49: Local Government (including parish councils) 2021/22 Pay Award</u></b></p> <p>The Clerk explained that the position was still the same as previously reported. Following the employers ‘full and final offer’ 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 the 50% required by law to enable them to take strike action.</p>
<p><b><u>2021/50</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 50: Appointment of the Part-Time Administrative Assistant</u></b></p> <p>This was considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That it is recommended to Council that Natalie Richardson be appointed as the permanent Part-Time Administration Assistant on the basis of a 16 hour working week.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<p><b><u>2021/51</u></b> <b><u>(SC)</u></b></p>	<p><b><u>Item 51: General Staff Update</u></b></p> <p>The Clerk and Chairman of the Staffing Committee provided a verbal report on various issues, including the contract for the provision of the Council’s payroll service. These were then considered.</p> <p>a) Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and <b>RESOLVED:</b> That the request by the Administrative Assistant to undertake the Introduction to Local Council Administration (ILCA) qualification be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>b) Proposed by Councillor John Housley and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That it is recommended to Council that the temporary reduction in the weekly contractual hours of the Community Involvement Officer to 16 hours a week until the end of July 2022 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p> <p>c) Proposed by Councillor John Housley and seconded by Councillor John Brownrigg and <b>RESOLVED:</b> That it is recommended to Council that SAGE be commissioned to provide the Council’s payroll service for the financial year 2022-2023.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
	<p><b><u>Item 52: 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>