



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

**Draft Minutes of the Staffing Committee Meeting
held at the Council Offices on Thursday 24 March 2022**

The meeting commenced: 6.30 pm – concluded at 7.00 pm

Councillors Present. Carol Levery (Chairman), Victoria Bowden (Vice-Chairman), John Brownrigg, 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 meeting to ensure that it was effective, safe and lawful.

<u>2021/53</u> <u>(SC)</u>	<u>Item 53: Apologies and Reason for Absence</u> There were none.
<u>2021/54</u> <u>(SC)</u>	<u>Item 54: Declarations of Interests</u> There were none.
<u>2021/55</u> <u>(SC)</u>	<u>Item 55: Exclusion of Press and Public</u> There were no items that required the exclusion of the press and public.
<u>2021/56</u> <u>(SC)</u>	<u>Item 56: Public Participation Session</u> There were no questions raised.
<u>2021/57</u> <u>(SC)</u>	<u>Item 57: Staffing Committee Minutes</u> The draft minutes and actions of the Staffing Committee meeting held on 24 February 2022 were outlined by the Chairman and considered by the Committee. It was reported that a 1.75% pay award for the period 202/21 had been agreed between the concerned trade unions

	<p>and employers (minute 2021/49). It was also explained that the mental health training had been arranged for the morning of 2 April 2022 (minute 2021/41), a good turnout was expected.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and RESOLVED: That the minutes of the Staffing Committee Meeting held on 24 February 2022 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<u>2021/58</u> <u>(SC)</u>	<p><u>Item 58: Policies for Approval</u></p> <p>The draft Bereavement and Menopause policies were considered. Various minor suggestions were made to the wording of the Bereavement one. The Administrative Assistant, who led on their preparation was praised on their quality.</p> <p>a) Proposed by Councillor Victoria Bowden and seconded by Councillor Thomas Sturgess and RESOLVED: That subject to the agreed amendments to the wording of being made, the Bereavement Policy be recommended to Council for approval. <i>(5 in favour)</i></p> <p>b) Proposed by Councillor Victoria Bowden and seconded by Councillor Carol Levery and RESOLVED: That the Menopause Policy be recommended to Council for approval. <i>(5 in favour)</i></p> <p>It was also explained that the Disciplinary and Grievance policies are scheduled for their annual review. The Clerk and the Chairman explained that they considered these policies, which were agreed last year, were still fit for purpose and no changes were required.</p> <p>c) Proposed by Councillor John Housley and seconded by Councillor John Brownrigg Levery and RESOLVED: That it is recommended to Council that the existing Disciplinary and Grievance policies be rolled forward for another year. <i>(5 in favour)</i></p>
<u>2021/59</u> <u>(SC)</u>	<p><u>Item 59: Pandemic and implications for the staff and the wider council</u></p> <p>The Clerk gave a verbal report on the latest guidance and development. He explained that while most of the 'Plan B' Covid-19 measures introduced by the Government had come to an end, employers were still required to ensure the safety of staff and others. A general discussion then took place on this. The Clerk explained that he would still advise staff that if any of them came into contact with someone who has officially tested positive for COVID-19, but has not tested positive for COVID themselves they should notify the Clerk immediately and they should work from home for at least five days.</p>
<u>2021/60</u> <u>(SC)</u>	<p><u>Item 60: General Staff Update</u></p> <p>The Clerk and Chairman provided a verbal report on various issues. This included progress with the introduction of the Council's new payroll system for the financial year 2022-2023, staff training and levels of sickness.</p>
<u>2021/61</u> <u>(SC)</u>	<p><u>Item 61: Date and Time of Future Meetings</u></p> <p>It was noted that the next meeting was scheduled for Thursday 12 May 2022 at 7.00 pm. It may, however, be necessary to rearrange this as it clashes with another planned council meeting. It was agreed that the time and date of the next Staffing Committee meeting (as well as for the rest of the Council year) should be agreed at the Council's next Annual Meeting.</p>