



**Draft Minutes of the Staffing Committee Meeting
held at the Council Offices on Thursday 14 July 2022**

The meeting commenced: 6.30 pm – concluded at 7.00 pm

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

Absent Councillors. Dr John Bowden, Victoria Bowden and 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 meeting to ensure that it was effective, safe and lawful.

<u>2022/10</u> <u>(SC)</u>	<u>Item 10: Apologies and Reason for Absence</u> Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and RESOLVED: That the apology and reason given for absence by Councillor John Brownrigg be approved. <i>(3 in favour)</i>
<u>2022/11</u> <u>(SC)</u>	<u>Item 11: Declarations of Interests</u> There were none.
<u>2022/12</u> <u>(SC)</u>	<u>Item 12: Exclusion of Press and Public</u> There were no items that required the exclusion of the press and public.
<u>2022/13</u> <u>(SC)</u>	<u>Item 13: Public Participation Session</u> There were no questions raised.
<u>2022/14</u> <u>(SC)</u>	<u>Item 13: Staffing Committee Minutes</u> The approved minutes of the Staffing Committee of the 26 May 2022 were considered. The Clerk reported that the Council had received official confirmation that it had completed a re-declaration of compliance with the Pensions Regulator under the Pension Act 2008 (in furtherance of minute 2022/7 (SC)).

	<p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That the minutes of the Staffing Committee Meeting held on 26 May 2022 be endorsed.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<u>2022/15</u> <u>(SC)</u>	<p><u>Item 15: Policies for Approval</u></p> <p>The draft updated Pension Policy was considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that the revised Pensions Policy be approved.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<u>2022/16</u> <u>(SC)</u>	<p><u>Item 16: Training Report and Next Steps</u></p> <p>The training and development needs of Councillors and staff were considered. This included a request that the First Aid training provided for councillors and officers last year be re-run.</p> <p>It was noted that all staff had, or were in process of completing, a sector specific qualification. This was welcomed.</p> <p>a) Proposed by Councillor Thomas Sturgess and seconded by Councillor Carol Levery and RESOLVED: That it is recommended to Council that:</p> <ol style="list-style-type: none"> 1. First Aid Training, similar to that provided in September 2021, be organised for members and officers subject to there being sufficient interest to make its provision cost effective. 2. Mental Health Training be organised for members and officers subject to there being sufficient interest to make its provision cost effective. 3. Should there be any spare places on the proposed First Aid and Mental Health training days they should be offered to the leaders of the groups using the Community Hall and other interested groups free of charge. <p style="text-align: right;"><i>(3 in favour)</i></p> <p>b) Proposed by Councillor John Housley and Councillor Thomas Sturgess and RESOLVED: That it is recommended to Council that all staff would receive an additional scale point on the successful completion of the Financial Introduction to Local Council Administration (FILCA) qualification (see also minute 2020/37(5) (SC).</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<u>2022/17</u> <u>(SC)</u>	<p><u>Item 17: General Staff Update</u></p> <p>The Clerk and Chairman provided a verbal report on various issues. This included work loads, impact of the rising inflation rate, levels of sickness and progress with the improvements to Council offices. Specific reference was made to the rising numbers of cases locally and nationally with COVID, including the latest Government health and safety and other guidance in response to this.</p> <p>Proposed by Councillor Carol Levery and seconded by Councillor Thomas Sturgess and RESOLVED: That in response to the rising numbers of cases nationally and locally with COVID:</p> <ol style="list-style-type: none"> 1. All visitors to the Council Offices be advised to wear masks. 2. Council staff be advised to implement appropriate socially distancing measures when dealing with visitors to the Council Offices. 3. The maximum number of people allowed in the meeting room in the Council offices is nine.

	<p>4. That these arrangements be reviewed at the next meeting of the Staffing Committee.</p> <p style="text-align: right;"><i>(3 in favour)</i></p>
<p><u>2022/18</u> <u>(SC)</u></p>	<p><u>Item 18: Date and Time of Future Meetings</u></p> <p>It was noted that the next meeting was scheduled for Thursday September 2022 at 7.00 pm.</p>

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