



**An ORDINARY MEETING of the STAFFING COMMITTEE was held by web conference due to COVID-19 on Friday 30<sup>th</sup> April 2021 at 4.00 pm and was attended by the following:**

Chairman: Cllr P. Hockey

Parish Councillors: Cllr L. Williams, Cllr D. Williams, Cllr T. Niblett, Cllr E. Pennell, Cllr M. Bridgland

In Attendance: 1 member of the public

Clerk & Minute Taker: Mrs S. Haywood

<b>ITEM</b>	<b>MINUTE</b>	<b>VOTE / ACTION</b>
<b>S.19.141</b>	<b>APOLOGIES FOR ABSENCE</b>	
	None received.	
<b>S.19.142</b>	<b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS</b>	
	None received.	
<b>S.19.143</b>	<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Staffing Committee meeting held on 13.01.21 be approved as a true and accurate record and to be signed at the next f2f meeting.	Proposed: PH. All in favour Clerk
<b>S.19.144</b>	<b>OPEN MEETING</b>	
	No submissions received.	
<b>S.19.145</b>	<b>STAFF TRAINING</b>	
	IT WAS RESOLVED that all employee Statement of Terms and Conditions have a clause that if the employee leaves within 12 months' then they have to pay back any training costs, over the value of £50, but on a sliding scale: - leave within 3 months 100% to be repaid, leave within 6 months 50% to be repaid, leave within 12 months 25% to be repaid. Any repayment will be net as the Council can reclaim VAT. Payback does not include any mandatory training such as health and safety. All staff to sign an agreement when any training is agreed so they are reminded of the payback clause and sign to confirm the agreement. To be added to the new employment contracts as part of the staffing review.	Proposed: LW. Seconded: DW. All in favour Clerk
<b>S.19.146</b>	<b>ESTATES &amp; AMENITIES OFFICER</b>	

	IT WAS RESOLVED that Council note that the new Estates & Amenities Officer joined the Council on 26.04.21. Two satisfactory references have been received and an enhanced DBS check is being arranged. Any work requests are to be sent through the Clerk and not direct to the Officer.	Proposed: PH. All in favour
<b>S.19.147</b>	<b>EXEMPT ITEMS</b>	
	IT WAS RESOLVED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information.	Proposed: PH. All in favour
<b>S.19.148</b>	<b>STAFFING REVIEW</b>	
	The Clerk reported that in order to carry out the staffing review the 3-year plan needs to be agreed as Council need to ensure they have the relevant officers to carry out the projects in the 3-year plan. The year-end accounts have now been finalised so the budget will be reviewed and ear-marked reserves allocated to the projects on the 3-year plan. These three pieces of work need to be completed in conjunction with each other, alongside the recruitment of the Clerk.  IT WAS RESOLVED that when the employment contracts are reviewed during the staffing review they will not adhere to the Green Book. The contracts will be specific to the PC and a specific Employee Handbook written to accompany the employees Statement of Terms and Conditions. Consultations will take place with Officers.	Proposed: PH. Seconded: MB. All in favour
<b>S.19.149</b>	<b>STAFF APPRAISALS 2021</b>	
	A copy of the 2021 signed staff appraisals had been circulated to all. IT WAS RESOLVED that the appraisals be accepted and signed off.	Proposed: PH. Seconded: DW. All in favour
<b>S.19.150</b>	<b>ANNUAL SALARY INCREASE</b>	
	IT WAS RESOLVED that the annual salary increase for Officers will be reviewed during the staffing review and when NALC release the 2021 pay scales. Any Officer awarded an increase will receive back dation from April 2021. Any annual increases will be limited to the top of the salary scale for the role.	Proposed: PH. All in favour
<b>S.19.151</b>	<b>MEETING SCHEDULE 2021/22</b>	
	There is no set schedule for meeting's and they will continue to be held as and when decisions need to be made, as per the Terms of Reference. IT WAS RESOLVED that the date of the next meeting be Thursday 20 <sup>th</sup> May 2021, 3pm.	Proposed: PH. All in favour Clerk

The meeting closed at 5.01 pm.

Chairman .....

Date: .....