



**An ORDINARY MEETING of the STAFFING COMMITTEE was held by web conference due to COVID-19 on Thursday 20<sup>th</sup> May 2021 at 3.00 pm and was attended by the following:**

Chairman: Cllr M. Bridgland  
Councillors: Cllr D. Williams, Cllr D. Hockey, Cllr T. Niblett  
In Attendance: 0 members of the public  
Clerk & Minute Taker: Mrs S. Haywood

<b>ITEM</b>	<b>MINUTE</b>	<b>VOTE / ACTION</b>
<b>S.19.152</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr L. Williams and Cllr Pennell - personal. IT WAS RESOLVED that the apologies be accepted.	Proposed: MB. All in favour
<b>S.19.153</b>	<b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS</b>	
	None received.	
<b>S.19.154</b>	<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Staffing Committee meeting held on 30.04.21 be approved as a true and accurate record and to be signed accordingly.	Proposed: DW. Seconded: TN. All in favour. Clerk
<b>S.19.155</b>	<b>OPEN MEETING</b>	
	No submissions received.	
<b>S.19.156</b>	<b>GDPR TRAINING</b>	
	IT WAS RESOLVED that the Clerk be delegated power to arrange GDPR online training for all Officers and Members who do not have up-to-date training. Quotes for training to be obtained. Refresher package training to be incorporated into the quotes where possible.	Proposed: MB. All in favour Clerk
<b>S.19.157</b>	<b>COUNCILLOR VISITS TO THE OFFICE</b>	
	Officers have reported that Councillors visiting the office can result in disruption to their work and some Members have reported that they do not feel welcome in the office. A discussion took place in order to find a compromise and build relations. IT WAS RESOLVED that Councillors contact the office and inform staff when they plan to visit the office wherever possible, and Officers are to always make Members feel welcome when they visit the office.	Proposed: MB. All in favour Clerk

<b>S.19.158</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: DW. Seconded: DH. All in favour
<b>S.19.159</b>	<b>STAFFING REVIEW</b>	
	The Clerk gave an update on the staffing review process. A discussion took place focusing on constraints, budget, skill set, and recruitment of the Clerk. IT WAS RESOLVED that the staffing review be presented at the next meeting.	Proposed: MB. All in favour
<b>S.19.160</b>	<b>DATE OF NEXT MEETING</b>	
	IT WAS RESOLVED that the date of the next meeting be Thursday 24 <sup>th</sup> June 2021, 3pm, at the Manor Hall.	Proposed: MB. All in favour Clerk

The meeting closed at 4.15 pm.

Chairman .....

Date: .....