



**An ORDINARY MEETING of the STAFFING COMMITTEE was held on Thursday 12<sup>th</sup> August 2021 at 3.30pm at the Brokeridge Centre and was attended by the following:**

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

ITEM	MINUTE	VOTE / ACTION
<b>S.21.001</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Cllr D. Hockey - personal. IT WAS RESOLVED that the apology be accepted.	Proposed: MB. All in favour
<b>S.21.002</b>	<b>DECLARATIONS OF INTEREST &amp; DISPENSATIONS</b>	
	None received.	
<b>S.21.003</b>	<b>APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	
	IT WAS RESOLVED that the minutes of the Staffing Committee meeting held on 24.06.21 be approved as a true and accurate record and to be signed accordingly.	Proposed: MB. Seconded: DW. All in favour. Clerk
<b>S.21.004</b>	<b>OPEN MEETING</b>	
	No submissions received.	
<b>S.21.005</b>	<b>WORK STATIONS FOR OFFICERS</b>	
	Due to Officer headcount being increased by net two consideration was given as to the work stations for all Officers. Space within the Brokeridge Centre and at the Pavilion had been considered. IT WAS RESOLVED that the following be investigated and considered: <ul style="list-style-type: none"> <li>• Conversion of the men's toilet into an office.</li> <li>• Conversion of the I.T. room into two offices, one being a sound proofed office for the Clerk. A new location would need to be sourced for the printer and the Computer Group.</li> <li>• Whether partitioning is required.</li> <li>• The new Clerk to be involved in the investigations to give their opinion.</li> </ul>	Proposed: MB. All in favour Clerk

	<ul style="list-style-type: none"> <li>Consideration of contracting an architect if needed as they may have some good alternative suggestions.</li> </ul>	
<b>S.21.006</b>	<b>EMPLOYEE HANDBOOK</b>	
	<p>Three new sections had been drafted for the Employee Handbook.  IT WAS RESOLVED that the revised Employee Handbook containing three new sections concerning company mobile phones, company vehicles, and a Smoke Free Workplace be approved.</p>	Proposed: LW. Seconded: EP. All in favour Clerk
<b>S.21.007</b>	<b>EXEMPT ITEMS</b>	
	<p>Prior to consideration of the following agenda items, councillors were invited to pass the following resolution: 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.  IT WAS RESOLVED not to vote on this motion and exempt items due to no members of the public being present and therefore the motion not being applicable.</p>	Proposed: MB. All in favour
<b>S.21.008</b>	<b>OFFICER VACANCIES</b>	
<b>i.</b>	<b>Recruitment of Officers</b>	
	<p>The recruitment process for a Marketing &amp; Communities Officer and a Responsible Finance Officer is in progress and initial interviews have taken place. Ongoing as to date there have been no suitable candidates. A trainee was discussed but the consensus was that Council need an experienced person and do not have the time to supervise a trainee.</p> <p>Agencies were discussed. It was felt that £3-£4k per position was expensive and not cost beneficial. It may be an option for the RFO role.</p>	
<b>ii.</b>	<b>Resignation</b>	
	Committee noted the resignation of the Cleaner. A replacement is being sought.	
<b>iii.</b>	<b>Cleaner Position</b>	
	<p>A possible candidate has applied for the role of Cleaner. The person has requested flexibility on hours e.g. if there is no-one in the Brockeridge Centre Friday to Sunday then they do not work on the Monday. Flexibility also on whether they clean in the morning or the evening. A discussion took place. It was felt that flexibility on hours could be possible but it would be subject to review to ensure it works for both parties, and the Statement of Terms and Conditions of Employment would need to be very carefully worded. The person could be paid an hourly rate as opposed to a salary.  IT WAS RESOLVED to give the Clerk delegated powers to recruit for the Cleaner position.</p>	Proposed: DW. Seconded: LW. All in favour Clerk
<b>S.21.009</b>	<b>CLERK/CEO ROLE</b>	
<b>i.</b>	<b>Recruitment of Clerk/CEO</b>	
	<p>The recruitment process and interviews for the role of Clerk/CEO have taken place.  IT WAS RESOLVED to offer candidate A the position of Clerk/CEO. The salary was agreed and a start date to be as soon as possible.</p>	Proposed: MB. Seconded: LW. All in favour Clerk
<b>ii.</b>	<b>LGRC Contract</b>	
	<p>Committee considered whether a contingency plan, should a Clerk/CEO not be in post before the LGRC locums contract ends on 21.09.21, be put in place.  IT WAS RESOLVED to revisit the motion if the proposed new Clerk declines our employment offer.</p>	Proposed: MB. All in favour
<b>S.21.010</b>	<b>HOME WORKING DUE TO THE PANDEMIC</b>	

	The latest government advice is that people can return to work but home working is still encouraged. Some Officers have been hybrid working since the start of the pandemic. A discussion took place as to whether to extend the hybrid working option for Officers past the end of the September 2021 review date. IT WAS RESOLVED that as the current process is working well that Officers are given a choice as to whether they want to return to work in the office or not. To be reviewed again next meeting.	Proposed: MB. All in favour Clerk
<b>S.21.011</b>	<b>DATE OF NEXT MEETING</b>	
	To be confirmed.	Proposed: MB. All in favour Clerk

The meeting closed at 4.15 pm.

Chairman .....

Date: .....

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