



An ORDINARY MEETING of the STAFFING COMMITTEE was held on Tuesday 21st September 2021 at 3.30pm at the Brokeridge Centre and was attended by the following:

Chairman: Cllr M. Bridgland
 Councillors: Cllr T. Niblett, Cllr P Semenenko
 In Attendance: 0 members of the public
 Clerk & Minute Taker: Mrs S. Haywood, Mrs L Squire

ITEM	MINUTE	VOTE / ACTION
S.21.012	APOLOGIES FOR ABSENCE	
	Cllr D Williams & Cllr E Pennell - personal. IT WAS RESOLVED that the apologies be accepted.	Proposed: MB. All in favour
S.21.013	DECLARATIONS OF INTEREST & DISPENSATIONS	
	None received.	
S.21.014	APPROVAL OF MINUTES OF PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Staffing Committee meeting held on 12.08.21 be approved as a true and accurate record and to be signed accordingly.	Proposed: MB. Seconded: TN. All in favour. Clerk
S.21.015	OPEN MEETING	
	No submissions received.	
S.21.016	WORKSTATIONS FOR OFFICERS	
	The alternative options were discussed, the computer group numbers have increased so will be at the Brokeridge Centre every day, therefore the IT room cannot be utilised, the men's toilets will need to be available for future centre bookings. IT WAS RESOLVED that internal and external quotes be obtained and submitted to a council meeting for approval for: - <ul style="list-style-type: none"> • Partitioning the office reception area to extend the area into the foyer, which will then provide a work area for 2 members of staff • Soundproof partitioning the end of the meeting room to include the last window to provide an office for the clerk. • Smaller workstations be considered for the office to ensure there is sufficient space for all staff 	Proposed: MB. All in favour Clerk

	<ul style="list-style-type: none"> One or two filing cabinets will have to be relocated and a new location for the office printer identified. 	
S.21.017	POLICIES & PROCEDURES	
i	Grievance Procedure Policy The grievance procedure policy was reviewed. IT WAS RESOLVED that the policy be approved with the addition on 5.5 of 'with' the Staffing Committee.	Proposed: MB. All in favour Clerk
ii	Employee Health & Safety Policy The Employee Health & Safety Policy was reviewed IT WAS RESOLVED that the policy be approved.	
iii	Leavers Policy The Leavers Policy was reviewed IT WAS RESOLVED that the policy be approved.	
iv	Managing Employee Performance Procedure The Managing Employee Performance Procedure was reviewed IT WAS RESOLVED that the procedure be approved	
v	Managing Ill Health Policy The Managing Ill Health Policy was reviewed IT WAS RESOLVED that the policy be approved with one addition on point 19 sick pay to add 'on' the basis that the employee has followed..	
vii	Probationary Policy The Probationary Policy was reviewed IT WAS RESOLVED that the policy be approved	
viii	Recruitment Selection guide The Recruitment Selection guide was reviewed IT WAS RESOLVED that the guide be approved	
ix	Training, Supervision & Appraisal Policy The Training, Supervision & Appraisal Policy was reviewed IT WAS RESOLVED that the guide be approved	
x	Home Working Policy The Home Working Policy was approved with one correction 'form' to read 'from', on page 1, 1st bullet point. IT WAS RESOLVED that the policy be approved	
xi	Sickness Absence Policy The Sickness Absence Policy was approved	
xii	Time off Work & Leave Policy The Time off Work & Leave Policy was approved	
	All reviewed and new policies to be published on the website	
S21.018	MOBILE PHONE	
	IT WAS RESOLVED that a mobile phone is essential and should be purchased for the Clerk with the same contract as the Estates and Amenities Officer using O2 and costs £13.40 + Vat per month. Inclusive of calls and data.	Proposed: MB. All in favour Clerk
S21.019	HYBRID WORKING	
i	Extend the hybrid working of existing officers due to the pandemic IT WAS RESOLVED that hybrid working continues and will be reviewed again in December 2021/January 2022	Proposed: MB. All in favour Clerk
ii	Approve the hybrid working for the Clerk, RFO and Marketing and Communications Officer which was confirmed as part of their appointment to the roles. IT WAS RESOLVED that the hybrid working is approved and will be reviewed again in December 2021/January 2022	Proposed: MB. All in favour Clerk

S.21.020	WORK LOG-BROCKERIDGE CENTRE	
	The Committee considered the work log carried out in July and acknowledged that this was not a true reflection, due to the pandemic. IT WAS RESOLVED that no further review was required.	Proposed: MB. All in favour
S.21.021	EXEMPT ITEMS	
	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.	Proposed: MB. All in favour
S.21.022	OFFICER VACANCIES	
	The recruitment and interviews for the Marketing & Communication Officer, new Responsible Finance Officer and the new Cleaner have taken place. IT WAS RESOLVED to agree the appointments of the suitable candidates for these roles.	Proposed: MB. All in favour
S.21.023	EXCEL TRAINING	
	The Committee considered the ECDL Excel training course for the Administrator at a cost of £299. IT WAS RESOLVED that the training is approved.	Proposed: MB. All in favour Clerk
	The Committee thanked the Locum Clerk on behalf of the Council for all the hard work she has done on behalf of the council.	
S.21.024	DATE OF NEXT MEETING	
	A provisional date of Tuesday 19 th October 2021 was considered. IT WAS RESOLVED that Councillors on the Committee would be contacted to establish the best date.	Proposed: MB. All in favour Clerk

The meeting closed at 4.28 pm.

Chairman

Date: