



**Minutes of the Virtual<sup>1</sup> Meeting of the Staffing Committee held on Zoom on Thursday 21st May 2020.**

**Present:** Cllr Cornell (Chair) and Cllrs Brentor, Hall and Mace.  
Bev Cornish, Parish Clerk.

No members of the public were present.

**01.20 To elect a Chair for 2020/21:** Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED that Cllr Cornell be elected as Chair.

**02.20 To receive apologies for absence:** The Clerk advised that no apologies had been received.

**03.20 Declarations of Interest:**

a. **To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.**

No declarations of interest were received.

b. **To consider any Dispensation Requests received by the Parish Clerk and not previously considered:**

The Clerk advised that no dispensation requests had been received.

**04.20 To resolve to approve the Minutes of the meeting held on Thursday 23rd January 2020:** Cllr Cornell proposed from the Chair and it was RESOLVED that the Minutes of the meeting held on Thursday 23rd January 2020 be approved and signed.

**05.20 To review the Terms of Reference for the Committee and resolve to make any recommendations for changes to the Parish Council:** Cllr Cornell proposed from the Chair and it was RESOLVED that changes be made to the Committee's Terms of Reference be changed at item 16 to read:

16. 'To consist of 3 parish councillors as a minimum and a maximum excepting the chair and vice chair as ex officio members.

---

<sup>1</sup> In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

## **Part 2 – CONFIDENTIAL INFORMATION – EXEMPT MATTERS - STAFFING**

**06.20 The Chair to propose the following resolution – ‘That in view of the confidential nature of the business about to be transacted on personal employee matters, it is advisable in the public interest, that the press and public be temporarily excluded and they be instructed to withdraw’:**

Cllr Cornell proposed, Cllr Brentor seconded and it was RESOLVED that the meeting be closed to members of the press and public.

**07.20 To resolve to ratify the contract for the Administrative Officer to the Parish Council:** Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that it be approved.

**08.20 To resolve to review the Council’s Employment and Personnel Policies:** Following a detailed discussion, Cllr Mace proposed, Cllr Hall seconded and it was RESOLVED that the Committee should consider a revision of the Council’s TOIL policy.

**09.20 To receive an update from the Clerk on the creation of an Employee Handbook:** Cllr Cornell proposed from the Chair and it was RESOLVED that the Clerk’s update be noted and that she would submit the draft Handbook to the next meeting.

**10.20 To receive an update from the Clerk on the performance management measures to be put in place for the Administrative Officer:** Following a brief report from the Clerk, Cllr Cornell proposed from the Chair and it was RESOLVED that these will be put in place once the officer had passed her probationary period and that they would be submitted to the next meeting.

**11.20 To resolve to approve the frequency of meetings of the Staffing Committee:** Following a discussion, Cllr Cornell proposed from the Chair and it was RESOLVED that the meetings be called on an ‘as needed’ basis.

**12.20 To receive an update from the Chair on the progress of obtaining further legal advice to ensure that the Council’s obligations are met as an employer under the Pension Act 2008:** Following a brief report from the Chair, Cllr Brentor proposed, Cllr Mace seconded and it was RESOLVED that her report be noted.

**13.20 Next meeting:** Cllr Cornell confirmed the date of the next meeting as Thursday 8<sup>th</sup> October 2020 at 1.30 pm.

With no other business, the meeting closed at 2.40 pm.