



Minutes of the Virtual¹ Meeting of the Staffing Committee held on Zoom on Thursday 8th October 2020.

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

Two members of the public were present.

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

15.20 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.

16.20 To resolve to approve the Minutes of the meeting held on Thursday 25th May 2020: Cllr Cornell proposed from the Chair and it was RESOLVED that the Minutes of the meeting held on Thursday 8th October 2020 be approved and signed.

17.20 To consider the benefit of changing to a Flexi time Policy against a revised TOIL Policy: Following a comment from the Clerk that sending her documents for review 2 working days before the meeting had meant that she had not had time to review them, Cllr Cornell proposed from the chair and it was RESOLVED that this item be deferred to the next meeting.

18.20 To agree the population of a Staff Handbook: Following a discussion, Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that the compiling of the further list of policies identified by the Committee be delegated to the Clerk for drafting and that these be added to the existing draft which she had already produced.

¹ 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

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19.20 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.

20.20 To consider a revised draft Disciplinary and Grievance Policy following receipt of comments from members of staff: Following a comment from the Clerk that sending her entirely new, rather than revised, documents for review 2 working days before the meeting had meant that she had not had time to review them, Cllr Cornell proposed from the chair and it was RESOLVED that this item be deferred to the next meeting.

21.20 To review the objectives set by the Clerk for the Administrative Officer and establish how these will be measured: Following a discussion, Cllr Cornell proposed, Cllr Mace seconded and it was RESOLVED that Cllr Brentor would send suggested amendments to the Clerk for consideration.

22.20 To discuss the timing of the Clerk’s Appraisal: Following a request from the Clerk to have a 360 appraisal process so that the Council could be provided with a broader perspective on her performance, Cllr Brentor proposed, Cllr Cornell seconded and it was RESOLVED that this be approved. The Clerk advised that she would send a list of the people she wished the Staffing Committee to contact once she had sought their agreement.

23.20 To review the Clerk's task list and identify priorities for completion with the Clerk: Following a discussion and priorities given to the Clerk on the tasks outstanding, Cllr Cornell proposed from the chair and it was RESOLVED that the task list and identified priorities be noted.

24.20 Next meeting: Cllr Cornell confirmed the date of the next meeting as Thursday 2nd December 2020 at 1.30 pm.

With no other business, the meeting closed at 2.50 pm.