

Minutes

Staffing Committee

22nd March 2021 at 7:15pm via zoom

Present:

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✓
✓
✓

Cllr. Mrs C Merricks
Cllr. Mrs J Stanford
Cllr. S Tollett
Cllr. P Turner

✓
✓
✓

Cllr. Mrs E Bradley
Miss C Dyer (Clerk) in attendance
Mrs J Cannings (Deputy Clerk)
Cllr N Warren (as observer)

- 1. Appoint Chairperson for meeting.** *Cllr Tollett was appointed Chairperson for the meeting.*
- 2. Appoint Chairperson for Staffing Committee (following the resignation of Cllr Mrs Lyward).** *It was resolved to appoint Cllr Mrs Stanford as the Chairperson of the Staffing Committee.*
- 3. Questions or comments from any members of the public present on any items relating to the agenda.** *No members of the public were present.*
- 4. Apologies for absence.** *There were none.*
- 5. Disclosure of interests.** *There were none.*
- 6. To approve the minutes of the staffing committee meeting held on 25th January 2021.** *It was resolved to approve the minutes with the following amendments; to include that the possibility of the Deputy Clerk undertaking CiLCA was discussed against item 10 and to note the number of annual leave days being carried forward against item 9.*
- 7. Discuss resignation of Clerk and way forward.** *It was resolved to pay the Clerk's outstanding annual leave in her final salary payment in April. It was resolved that Cllr Stanford and Cllr Tollett would undertake an exit interview with the Clerk. Discussion took place in relation to the job evaluation report that had been received from the external evaluator. Cllr Turner advised he would be submitting a discussion document alongside this for formal discussion at the next full council meeting. It was agreed that all of the Clerk's equipment would be handed to Cllr Turner on her last working day. The Clerk raised the issue of the Council's paperwork and documents which were currently stored at her home. It was agreed that this would be discussed at the next full council meeting. The Clerk notified Staffing Committee of a complaint which had been received and advised that she had been unable to include it on this agenda as the meeting had been called by Councillors. It was agreed to call an additional staffing committee meeting for 29th March to report this.*
- 8. Clerk working hours.**

The Clerk's current contracted hours were discussed in relation to workload and tasks. The Clerk noted there had been a high number of additional meetings since she had been in post which had resulted in less time being available for other areas.
- 9. Date of next meeting to be agreed.** *It was agreed that the next meeting of Staffing committee would take place at 6:15pm on Monday 29th March 2021.*

The meeting closed at. 8:00pm Signed:

Dated:

DRAFT