

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Wednesday 23rd September 2020 at 7.00pm

PRESENT: Cllr Tony Ring, Town Mayor
Cllr John Haywood
Cllr Jeremy Heron, Chairman of the Policy & Finance Committee
Cllr Gloria O’Reilly

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk

ABSENT: Cllr Darren Loose

S/0032 ELECTION OF CHAIRMAN

Cllr Haywood was nominated for Chairman. There were no other nominations.

RESOLVED: That Cllr Haywood be elected as Chairman of the Staffing Committee for the meeting.

Cllr Haywood took the Chair for the remainder of the meeting.

S/0033 PUBLIC PARTICIPATION

No members of the public were present.

S/0034 APOLOGIES FOR ABSENCE

The Clerk reported that apologies for absence had been received from Cllr Loose.

S/0035 DECLARATIONS OF INTEREST

No interests were declared.

S/0036 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 16th December 2019, having been circulated, be approved and signed by the Chairman as a correct record.

S/0037 PENSIONS ELIGIBILITY POLICY

After considering the Town Clerk’s report (*Annex A*)

RESOLVED: That the Pensions Eligibility Policy be adopted.

ACTION C Wilkins/J Hurd

S/0038
HUMAN RESOURCES MANAGEMENT UPDATE

The Town Clerk and Deputy Town Clerk gave a verbal update on recent developments.

It was noted that all staff who could work from home were doing so; the information service was operating on reduced hours; the Clubhouse was now open 4 days a week and grounds staff were working as normal, all in compliance with legislation and government guidance. Risk assessments had been carried out for all functions and were under constant review. Members wished to thank all staff for their flexibility, willingness and perseverance during these uncertain times.

RESOLVED: That the verbal report be noted.

S/0039
KICKSTART SCHEME

Members considered a report from the Town Clerk and Clubhouse Manager (*Annex B*) and agreed the Kickstart Scheme presented an excellent opportunity for the Council to assist a young person to gain work experience and life skills.

RESOLVED: That the principle of Carvers Clubhouse participating in the Kickstart Scheme be supported.

ACTION C Wilkins/C Bennett

S/0040
EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (staffing matters) (*Confidential Annex C*)

S/0041
OFFICE STAFFING MATTER I

After considering the Town Clerk's and Deputy Town Clerk's report (*Confidential Annex D*)

RESOLVED: That the Events Coordinator's Contract of Employment be amended as agreed.

ACTION C Wilkins/J Hurd

S/0042
OFFICE STAFFING MATTER II

Members considered the Town Clerk's report (*Confidential Annex E*).

RESOLVED: That the Town Clerk be authorised to proceed as agreed.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.13pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED

APPROVED

TOWN MAYOR

COMMITTEE CHAIRMAN

DRAFT