

## **Staffing Committee – 9<sup>th</sup> February 2022**

### **Delegated Authority Actions**

In the interests of transparency, the Council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and Councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

#### **PRESENT**

Councillors: Adams, Garner, Gill, Lyle, Pote and Waite.

Apologies: Ginger

Staff: Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk  
Naomi Brotherton, Senior Admin Assistant (2pm-2.15pm)

#### **DECLARATIONS OF INTEREST**

##### Disclosable Pecuniary Interests

None

##### Conflicts of Interest

None

##### Personal Interests

All Councillors know internal applicant.

#### **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

| Delegated Authority No. | <u>Recommendation</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action | Status | Date |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|------|
| DA/ST/09/02/22/01       | <p><b><u>MINUTES</u></b></p> <p><b><u>RECOMMENDED</u></b> (unanimous) DL/EG</p> <p>To note the delegated decisions of 18<sup>th</sup> November 2021.</p>                                                                                                                                                                                                                                                                                                                       |        |        |      |
| DA/ST/09/02/22/02       | <p><b><u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960)</u></b></p> <p><b><u>RECOMMENDED</u></b> (unanimous) DL/RP</p> <p>That the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> |        |        |      |

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|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <b>DA/ST/09/<br/>02/22/03</b> | <b><u>REPRESENTATION FROM THE SENIOR ADMIN ASSISTANT IN SUPPORT OF HER REQUEST FOR HYBRID WORKING</u></b><br><br>The Chair invited the Senior Admin Assistant to make representation to the Staffing Committee in support of her request for hybrid working. |  |  |  |
| <b>DA/ST/09/<br/>02/22/04</b> | <b><u>SHORT-LISTING FOR THE POST OF RECEPTION/ADMIN ASSISTANT</u></b><br><br><b><u>RECOMMENDED</u> (unanimous) DL/PA</b><br><br>That applicants 1, 2, 3, 6, 9, 10, and 12 are invited for interview.                                                         |  |  |  |
| <b>DA/ST/09/<br/>02/22/05</b> | <b><u>SHORT-LISTING FOR THE POST OF FINANCE ASSISTANT</u></b><br><br><b><u>RECOMMENDED</u> (unanimous) DL/PA</b><br><br>That applicants 1, 2 and 3 are invited for interview.                                                                                |  |  |  |
| <b>DA/ST/09/<br/>02/22/06</b> | <b><u>INTERVIEW PANEL FOR THE POST OF RECEPTION/ADMIN ASSISTANT</u></b>                                                                                                                                                                                      |  |  |  |

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|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                               | <b><u>RECOMMENDED</u> (unanimous) DL/PA</b><br><br>That the interview panel for the post of Reception/Admin Assistant be Councillors Garner, Lyle, Pote and Waite, along with the Town Clerk.                                                                  |  |  |  |
| <b>DA/ST/09/<br/>02/22/07</b> | <b><u>INTERVIEW PANEL FOR THE POST OF<br/>FINANCE ASSISTANT</u></b><br><br><b><u>RECOMMENDED</u> (unanimous) DL/PA</b><br><br>That the interview panel for the post of Finance Assistant be Councillor Adams, Garner Lyle and Pote, along with the Town Clerk. |  |  |  |
| <b>DA/ST/09/<br/>02/22/08</b> | <b><u>OH REPORT A</u></b><br><br><b><u>RECOMMENDED</u> (5:0:1) DL/EG</b><br><br>To adopt the report re: ST.                                                                                                                                                    |  |  |  |
| <b>DA/ST/09/<br/>02/22/09</b> | <b><u>OH REPORT B</u></b>                                                                                                                                                                                                                                      |  |  |  |

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|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|                               | <b><u>RECOMMENDED</u> (5:0:1) DL/RP</b><br><br>To approve the request for home and office working on medical grounds for NB.                |  |  |  |
| <b>DA/ST/09/<br/>02/22/10</b> | <b><u>RECOMMENDED</u> (unanimous) DL/TG</b><br><br>That interim update on progress of actioning both OH reports are supplied as necessary.. |  |  |  |

The meeting closed at 4 pm.