

## CLOSED SESSION MINUTES

Closed session minutes of a zoom meeting of the Staffing Committee held on **THURSDAY 19<sup>th</sup> NOVEMBER 2020** at 11.12am.

### **ST/15     PRESENT**

Chair:                    Cllr Lyle

Councillors:         Garner, Pote and Sheward.

Officers:                Gina Wilding, Town Clerk  
                              Kate Adams, Deputy Town Clerk  
                              Naomi Brotherton, Senior Admin Assistant

### **ST/16     VIRTUAL MEETING WELCOME**

The Chair welcomed everyone to the virtual Staffing Committee meeting, and introduced the Councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

### **ST/17     RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

**ST/18     APOLOGIES**

Apologies for absence had been received from Councillors Cobley, Gill and Jones.

**ST/19     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

**ST/20     PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/21     MINUTES –23<sup>rd</sup> JULY 2020**

**RESOLVED (unanimous)   DL/RP**

That the minutes of the Staffing Committee meeting held on the 23<sup>rd</sup> July 2020, be approved to be signed by the Chairman as a correct record.

**ST/22     EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved 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.

**RESOLVED (unanimous)   DL/CS**

That the public and press be excluded and the meeting continue in closed session.

**ST/23     SHEILDING**

**RESOLVED (unanimous)   DL/EG**

That the report is noted.

**ST/24 DRAFT REVIEW REPORT**

**RESOLVED (unanimous) DL/RP**

That:-

- i) the decision is deferred to Full Council;
- ii) the report is circulated to all Members following the meeting.

**ST/25 RESOLVED (unanimous) DL/RP**

That a single item Extraordinary Meeting of Full Council is called to discuss the Draft Review Report.

**ST/26 MANAGING ATTENDANCE**

**RECOMMENDED (unanimous) DL/EG**

- i) That the Managing Attendance Policy be adopted subject to the following amendments:
  - sickness absence review notes between Line Managers and staff are kept on file;
  - the word Company is replaced by the word Town Council
- iii) that the Return to Work Questionnaire be adopted.

The meeting closed 11.30am

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Chairman

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Date