

CLOSED SESSION MINUTES

Closed session minutes of a virtual zoom meeting of the Staffing Committee held on **THURSDAY 23rd JULY 2020** at **2.00pm**.

ST/01 PRESENT

Chair: Cllr Lyle

Councillors: Cobley, Garner, Gill, Pote, Sheward and Smithers.

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

ST/02 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/03 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/04 **ELECTION OF VICE-CHAIR**

Councillor Lyle proposed Councillor Garner, this was seconded by Councillor Pote.

No other nominations were received.

RESOLVED (unanimous) DL/RP

That Councillor Garner is Vice-Chair of the Staffing Committee for 2020-2021.

ST/05 **APOLOGIES**

Apologies for absence had been received from Councillors Ginger and Jones.

ST/06 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/07 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/08 **MINUTES –20th FEBRUARY 2020**

RESOLVED (unanimous) DL/EG

That subject to the amendment, that Councillor Cobley's apologies are included in the minutes, the minutes of the Staffing Committee meeting held on the 20th February 2020, be approved as a correct record by the Chairman.

ST/09 **STAFFING COMMITTEE TRAINING OPTIONS**

Members agreed that both Unconscious Bias Training, and Councillor and Staff Wellbeing Training were both important.

RESOLVED (unanimous) RP/EG

That:-

- i) Unconscious Bias Training is part of the next scheduled Staffing Committee meeting on the 19th November;
- ii) Councillor and Staff Wellbeing Training is undertaken outside the Committee Structure before the end of this administration in May 2021.

ST/10 RESOLVED (unanimous) DL/AC

That:-

- i) it be noted that Members can sign up to ACAS for free online training;
- ii) it be noted that SALC training sessions are circulated regularly.

ST/11 STAFFING REVIEW

The Town Clerk updated the Committee that the Staffing Review had stalled due to the pandemic. She outlined that the four organisations that had initially been invited to tender had been approached, given the new social distancing restrictions, to see if the process could be recommenced. Two companies had replied and confirmed that the process could be carried out with video conference sessions for staff interviews.

She confirmed a revised version of the previously approved documentation could be brought to the next Full Council.

RESOLVED (unanimous) DL/TG

That a revised timetable and tender documents are considered at the next Full Council meeting on the 3rd August 2020.

ST/12 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/TG

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

ST/13 STAFF ATTENDANCE REVIEW

The Chair thanked the Town Clerk for the report.

RESOLVED (unanimous) DL/TG

That the report is noted.

ST/14 MANAGING ATTENDANCE POLICY

RESOLVED (unanimous) EG/RP

That the Policy is updated, reviewed by the Town Council's HR Advisors, Ellis Whittam and brought back to the Staffing Committee on the 19th November 2020.

The meeting closed 2.57pm

Chairman

Date