

Minutes of the Staffing & Establishment Committee 11<sup>th</sup> May 2021 at 9.30am  
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**PRESENT:**

**COUNCILLORS: -**

G WELLS  
A THOMAS  
M CALLEN  
M BAILEY

**IN ATTENDANCE:**

G Humphries Clerk and RFO

**2021/SE010 Apologies for absence**

No apologies

**2021/SE011 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

No interests were declared

**2021/SE012 Minutes**

Members reviewed minutes from committee meeting held on 10<sup>th</sup> February 2021. Minutes were **APPROVED** and duly signed by Chair.

Proposed Cllr M Callen

Seconded Cllr M Bailey

**2021/SE013 Public Session**

No public in attendance

**2021/SE014 Aims and Objectives**

Members reviewed current Aims and Objectives and agreed further investigation needed and to be brought back to next Staffing Meeting.

**2021/SE015 Keyholder / Cleaner Contract**

Members discussed current contract and role going forward. Members **APPROVED** new contracts based on 15 hours for each Contract. Clerk to action.

Proposed Cllr M Callen

Seconded Cllr M Bailey

**2021/SE016 Weekend Keyholder / Cleaner**

Members reviewed proposed job advertisement for new Weekend cleaner / Keyholder. Members **APPROVED** proposed 8 hours a week. Job advert to be posted 11<sup>th</sup> May closing date 21<sup>st</sup> May.

Proposed Interviews week commencing 24<sup>th</sup> May 2021.

Proposed Cllr A Thomas

Seconded Cllr M Callen

**2021/SE017 Appraisal Documents 2021**

Members reviewed proposed Appraisal documents for 2021. Members **APPROVED** documents with a few alterations. Clerk to complete Office staff Appraisals once Clerk Appraisal completed by Cllr A Thomas.

Proposed Cllr A Thomas

Seconded Cllr M Callen

**2021/SE018 Overtime Requirements**

Members discussed the requirement for office overtime during the 90-day trial for the new booking system. Members **APPROVED** for Clerk to have Authority to authorise the overtime as and when required when Justification can be provided.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE019 Office Job Evaluations**

Members reviewed quote for Office job evaluation and **APPROVED** for this to be instructed at the cost of £960 to be spent from Misc. Staff Costs.

Proposed Cllr A Thomas

Seconded Cllr M Callen

**2021/SE020 Information Exchange**

- a) Chairman had nothing to discuss
- b) Clerk had nothing to discuss

**2021/SE021 Chairman to close the meeting.**

Meeting closed at 10.45am