

Minutes of the Staffing & Establishment Committee 25th June 2021 at 1pm  
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**PRESENT:**

**COUNCILLORS: -**

G WELLS  
A THOMAS  
M CALLEN  
M BAILEY

**IN ATTENDANCE:**

G Humphries Clerk and RFO

**2021/SE022 Apologies for absence**

Apologies noted Cllr A Speller

**2021/SE023 Declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests and Registerable Non-Pecuniary Interests**

No interests were declared

**2021/SE024 Minutes**

Members reviewed minutes from committee meeting held on 11<sup>th</sup> May 2021. Minutes were **APPROVED** and duly signed by Chair.

Proposed Cllr M Bailey

Seconded Cllr G Wells

**2021/SE025 Public Session**

No public in attendance

**2021/SE026 Weekend Keyholder / Cleaner**

Members **APPROVED** appointment of T Gynn as weekend cleaner / Keyholder subject to satisfactory DBS check and references. Clerk to action.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE027 Policy Review – Grievance Policy**

Members reviewed policy and **APPROVED** for further 12 months.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE028 Policy Review – Disciplinary Policy**

Members reviewed policy and **APPROVED** for further 12 months.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE029 Policy Review – Absence and Sickness**

Members reviewed policy and **APPROVED** for further 12 months with 1 alteration

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE030 Policy Review – Complaints Policy**

Members reviewed policy and **APPROVED** for further 12 months with 1 alteration

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE031 Policy Review – Lone Working Policy**

Members reviewed new policy and **APPROVED** for 12 months.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**2021/SE032 Policy Review – Press and Media Policy**

Members reviewed policy and **APPROVED** for further 12 months.

Proposed Cllr A Thomas

Seconded Cllr M Bailey

**Clerk left the room due to confidential nature of items to be discussed.**

**2021/SE033 Job Descriptions**

Job descriptions were discussed and several changes were suggested and **APPROVED** by members. It was decided that the Chair of Staffing and Chair of the Council would meet with the staff before any final decisions were made.

Proposed Cllr A Thomas

Seconded Cllr G Wells

**2021/SE034 Information Exchange**

- a) Chair raised the question of the pay spine point in respect to the Clerk. A decision was agreed and will be presented to Full Council to ratify the decision. This will be dealt with as a confidential matter at Full Council in July.
- b) Clerk provided update regarding staffing budgets for first 3 months of the financial year.

**2021/SE035 Chairman to close the meeting.**

2.30pm