

## CLOSED SESSION MINUTES

Closed session minutes of a zoom meeting of the Staffing Committee held on **THURSDAY 25<sup>th</sup> MARCH 2021** at **3.30pm**.

### **ST/57     PRESENT**

Chair:                    Cllr Lyle

Councillors:         Garner, Gill, Ginger, Pote and Sheward.

Officers:                Gina Wilding, Town Clerk  
                              Kate Adams, Deputy Town Clerk

### **ST/58     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. During the period between the notice of the election on 15 March 2021 and the election itself on 6 May 2021, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

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/59     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/60     APOLOGIES**

Apologies were received from Councillor Cobley.

**ST/61     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

**ST/62     PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/63     MINUTES –7<sup>th</sup> JANUARY 2021**

**RESOLVED (unanimous) DL/EG**

That the minutes of the Staffing Committee meeting held on the 21<sup>st</sup> December 2020 be approved by the Chairman as a correct record.

**ST/64     NATIONAL LIVING WAGE**

**RESOLVED (unanimous) DL/TG**

To note the national living wage.

**ST/65     LOCAL GOVERNMENT PAY CLAIM 2021**

**RESOLVED (unanimous)     DL/TG**

To note the Local Government Pay Claim 2021.

**ST/66     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.

**EMPLOYEE HANDBOOK AND STAFF CONTRACTS**

**ST/67     RECOMMENDED (unanimous) EG/RP**

Subject to slight amendments agreed during the meeting, to approve the updated employee handbook.

**ST/68     RECOMMENDED (unanimous) DL/TG**

To adopt the contract template, updated in line with legislation, to be used for new staff

3.48pm     Councillor Gill left the meeting.

**ST/69     STAFFING STRUCTURE REVIEW UPDATE**

**RESOLVED (unanimous) DL/RP**

To note process and progress achieved to date by the Task and Finish Group, and to recommend that there is an additional Full Council meeting on 26 April 2021 to consider the recommendation of the Task & Finnish Group.

**ST/70     STAFF TRAINING**

**RESOLVED (3:0:2) DL/EG**

To receive the list of staff training undertaken in 2020 / 21.

4.19pm     Councillor Ginger left the meeting.

**ST/70     RECRUITMENT – MUSEUM ASSISTANT**

**RESOLVED (unanimous) DL/CS**

Subject to amendments agreed at the meeting, to approve the Schedule of Recruitment, Job Advert, Job Description, Application Form, Short-listing Criteria/Score sheet, Interview Test, Interview Questions, and Interview Score sheet; and to note that the interview panel will be selected at the shortlisting meeting.

**ST/71     RECRUITMENT – DLF & MARKET ASSISTANT**

- a) To consider the report and agree on a sufficient number of applications.  
    To approve the following documents:-
- b) Schedule of Recruitment
- c) Job Advert
- d) Job Description
- e) Application Form
- f) To note that the interview panel will be selected at the shortlisting meeting

**RESOLVED (unanimous) DL/RP**

To delegate authority to the Town Clerk to proceed with recruitment and undertake the amendments outlined during the meeting to the Job Description and Person Specification in consultation with the Chairman; and supply Short-listing Criteria/Score sheet, Interview Questions and Interview Score sheet to the shortlisting meeting.

The meeting closed at 5.42pm.

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Chairman

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Date