

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Friday 15th September 2021 at 7.00pm

PRESENT: Cllr John Haywood, Chairman
Cllr Tony Ring, Town Mayor
Cllr Jeremy Heron, Chairman of Policy & Finance Committee
Cllr Gloria O’Reilly
Cllr Glenys Turner (from 7.05pm)

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk

S/0061 PUBLIC PARTICIPATION

No members of the public were present.

S/0062 APOLOGIES FOR ABSENCE

No apologies had been received.

S/0063 DECLARATIONS OF INTEREST

No interests were declared.

S/0064 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 24 March 2021, having been circulated, be approved and signed by the Chairman as a correct record.

S/0065 HUMAN RESOURCES MANAGEMENT UPDATE

[Cllr Turner joined the meeting during discussion of this item.]

The Town Clerk updated Members on recent changes in the working arrangements of the grounds maintenance team, the staff based at Carvers Clubhouse, the Information Officers and the other staff based at the office.

The Deputy Town Clerk updated members on recent recruitments.

Officers agreed to review the opening hours of the Information Service once the induction of staff into new roles (including initial training) has been completed.

Members thanked the staff again for their resilience and commitment throughout the upheavals caused by the pandemic.

RESOLVED: That the verbal report be noted.

S/0066

EMPLOYMENT LAW AND HR SUPPORT CONTRACT

The Town Clerk reminded members that the current support arrangements will expire on 30th October and the possible re-procurement was discussed by this committee when it met on 20th November 2020 (see minute reference S/0048). He reported that, as directed by members, a renewal quote was obtained from the current provider and this now includes support for health and safety advice as well (the separate arrangement with a different provider having been terminated by the provider). Officers remain satisfied with the service provided and found the cost to be competitive with alternative suppliers. The contract will therefore shortly be renewed for five years.

RESOLVED: That the verbal report be noted

S/0067

TOWN CLERK'S ANNUAL REVIEW

The Town Clerk invited the committee to appoint two members to undertake the Town Clerk's annual review.

RESOLVED: That, Cllr. Haywood and Cllr. Heron should undertake the Town Clerk's annual review and report back to the committee when it meets in March 2022.

There being no further business, the Chairman closed the meeting at 7.34pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED

APPROVED

TOWN MAYOR

COMMITTEE CHAIRMAN