

BROMYARD & WINSLOW TOWN COUNCIL



MINUTES
S20/01 – S20/08

Staffing Committee

Minutes of a meeting held on **Wednesday 22nd January 2020** at 11.00am
in the Council Chamber, Council Offices, Bromyard.

Present: Cllrs Franklin (Chair), Churchill, Page
Officers Present: Karen Mitchell, Town Clerk
Julie Crandon, Administration Officer

The Fire Procedure and Recording of Meetings advice were read to those present

		Action
S20/01	Election of Chairman Cllr Dunne-Thomas was elected as Chair of Staffing Committee for the remainder of the municipal year. In Cllr Dunne-Thomas's absence, IT WAS RESOLVED that Cllr Franklin would chair today's meeting.	
S20/02	Apologies Cllrs Dunne-Thomas, Cooper	
S20/03	Declaration of Interest and written requests for dispensation No declarations of interest were made.	
S20/04	Minutes of the meeting held on the 12th November The Minutes of the meeting held on 12 th November 2019 were received, approved and signed by the Chairman of the meeting as a correct record.	
S20/05	Training IT WAS RESOLVED to authorise attendance of the Clerk and Deputy Clerk at the following training events: 1. Society of Local Council Clerks Practitioner's Conference 26 th & 27 th February 2020, Kenilworth. (Day Delegates on Wednesday 26 th February, 2020. £105 per attendee. 2. Institute of Cemetery & Crematorium Management (ICCM) training, Worcester CALC. "Cemetery Management and Compliance" Tuesday 11 th February 2020 - £100 per attendee.	

Initials / Signature

		Action
S20/06	<p>Disciplinary and Grievance Arrangements Following the legal implications of the Ledbury High Court Case in 2018, NALC has revised its Legal Topic Note LTN 22 on Disciplinary and Grievance Arrangements.</p> <p>IT WAS RESOLVED that this matter be deferred to the next meeting to allow time for a more detailed discussion on the following documents: a) Template Disciplinary Policy b) Template Grievance Policy</p>	
S20/07	<p>Confidential Items: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act 1960), it is proposed that because of the confidential nature of the business to be transacted the public and press leave the meeting during consideration of the following employment matters: SW20/08 Staffing Matters.</p>	
S20/08	<p>Staffing Matters</p> <ol style="list-style-type: none"> 1. Deputy Clerk Probation IT WAS RESOLVED to confirm the Deputy Clerk in post following completion of the 13 week probationary period. 2. Gardener Vacancy. The Town Clerk reported that the job offer had not been accepted and had now lapsed. (S19/57,2 refers). IT WAS RESOLVED to proceed as recommended by the Town Clerk. In the interim the grounds maintenance contractor has agreed to undertake a tidy up of the area. 	

The meeting closed at 11.09am