Minutes of the Staffing Sub-Committee Meeting held on

**Monday 1st August 2022 at 9.30am, at the Cornerstone room at Wesley’s Upper Fold.**

# Present:

Cllrs G Dixon, S Hewitson, D Reed

**Apologies: Cllr** P Sharkey

# ST2223/26 Chair’s opening remarks

The Chair emphasised the importance of team work

# ST2223/27 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/28 Disclosures of interest

Cllr Gill Dixon and the Clerk disclosed an interest in the Grievance

# ST2223/29 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Sub-Committee held on Monday 27th June 2022.

# ST2223/30 Exclusion of Press and Public

Resolved to exclude Press and Public.

# ST2223/31 Grievance

The Clerk read out the grievance received Redacted Information and section 4 of the Grievance procedure.

Resolved to constitute a panel to hear the grievance comprising Cllrs P Sharkey, S Hewitson and D Reed.

Resolved to approve an expenditure necessary to carry out the duties of the grievance committee and to delegate this to the Clerk.

# ST2223/32 Claim for damage

Resolved to ask the Clerk to obtain thew following further information:

1. When did the incident take place
2. Where did the meeting take place
3. A copy of Redacted Information the Insurance schedule
4. A copy of the screen camera footage

# ST2223/33 Staff contracts

Further to the meeting of the Staffing Sub Committee on the 25/5/2002 the Clerk has sought advice from BTC’s HR advisor Ellis Whittam who have provided a draft template. This was discussed by the committee and comments made. Once Ellis Whittam have reviewed these comments the revised version will be circulated to members of the staffing committee for their additional thoughts.

The Clerk will discuss the finalised template with individual staff members in order to customise each contract to the individual employee and their job descriptions.

# ST2223/34 Next meeting date

The next scheduled meeting of the Staffing Sub-Committee is to be confirmed.

Meeting finished at 12pm.

Town Clerk Tel: 07938 062814 Email: clerk@baildontowncouncil.gov.uk