Minutes of the Staffing Committee Meeting held on

**Wednesday 2nd November 2022 at 4pm, at the Cranmer Room St John’s Church Hall**

# Present:

 Cllrs P Sharkey, S Hewitson, G. Jennison

**Apologies:** CllrsG. Dixon, D. Reed

# ST2223/34 Chair’s opening remarks

The Chair thanked the committee for turning out in the bad weather.

# ST2223/35 Approve reasons for absence

Resolved to accept reason for absence

# ST2223/36 Disclosures of interest

None

# ST2223/37 Minutes of the previous meeting

Resolved to approve the minutes of the meeting of the Staffing Committee held on Monday 1st August 2022.

# ST2223/38 Exclusion of Press and Public

 Resolved to exclude Press and Public under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1(2), members of the public and the press will be excluded during consideration of business of a confidential nature.

# ST2223/39 Invoice Claim for Car

Resolved to pay the staff member redacted information without prejudice as a gesture of goodwill which is not intended to create a precedent.

# ST2223/40 Review of all staff contracts

Cllr S. Hewitson provided feedback from the meeting of the Staff held on Monday 1st November. Resolved to ask the Clerk to annotate the contract and forward it to EW for their comments and to make any amendments as required.

# ST2223/41 Report on Staff grievance Procedure

The clerk was asked to leave the meeting ( as he was referred to in the grievance) whilst Cllr P. Sharkey & Cllr S Hewitson reported on the progress so far

The Clerk had previously obtained advice from both YLCA and EW regarding the issuing of an interim contract prior to the issuing of the new contract which was sent to both Cllrs G. Dixon and P. Sharkey.

 Cllr P Sharkey has since confirmed‘ This matter has now been resolved and is completed’.

# ST2223/42 To review a revised Offer Letter

 Resolved to adopt the Offer Letter template following the removal of (item 5) the requirement to have a medical examination and to ensure that items 1 & 2 ( proof of qualifications and evidence of right to work are provided prior to interview rather than at offer stage.

**ST2223/43 Promotional Opportunities**

None

**ST2223/44 To Notify the Clerk of any item for future agendas**

None

**ST2223/45 Next meeting date**

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

 Meeting finished at 5.15pm.

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