

**Minutes of the Meeting of the Staffing Committee held on 1st June 2020
at 8pm via Zoom This meeting was a replacement for the meeting
scheduled for 23rd March but was postponed due to Covid-19 outbreak**

Present Claire Andersen (Chairman), Jim Gillett, Pat Sutlieff, Jane Hartley, Amanda Burton, Keith Hayward and Miranda Parker

Absent

- 66/20 **Open Forum** - There were no residents present.
- 67/20 **Declarations of Interest** – There were no declarations of interest
- 68/20 **Notes of the Meeting held on 9th December 2019** - The notes were approved by the committee
- 69/20 **Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items** – This resolution was approved
- 70/20 **To appointment of a facilities Caretaker and welcome** – Keith Hayward was introduced to the Committee and welcomed
- 71/20 **To note the provisional appointment of a new litter picker and the ad hoc arrangement with the caretaker to do Village Warden duties until such time that a more permanent arrangement can be put in place** – This was noted.
- 72/20 **To finalise contracts** – It was agreed that, because the clerk and assistant clerk work five days a week, “Pro-rata” would be removed from the leave entitlement. It was also noted that neither the clerk nor assistant clerk would now work Bank Holidays, and that both should undertake on-line ergonomic workstation assessments.
- 73/20 **To consider installing a postbox at the Hall to remove the need to have staff members’ addresses in the public domain** – This was recommended for approval and the Amenities Manager will investigate the options and discuss further with the Amenities Committee
- 74/20 **To note the first well being meeting and set a date for the next one in September** – The initial meeting was judged a success and a follow up one has been arranged for 9th September at 1.30pm.
- 75/20 **To consider changing the Assistant Clerk’s job title to Amenities Manager** – This was agreed
- 76/20 **To consider Thank You presents for the retiring Village Warden and Litter Picker and how best to present them** – It was agreed that it would be appropriate to have a formal presentation to the Litter Picker after 15 years of service plus help with so much else in the village, and that this should be done at the first opportunity when people can meet face to face again. An idea, to be pursued by Cllr. Sutlieff, was to commission a cartoon caricature as this would be a nice personal touch. It was also agreed that the clerk would purchase a bottle of wine and a card for the Village Warden.
- 77/20 **Feedback from the Lone Worker training and how to progress any action points** – the action on the Post Box was one of the main points to arise from this training, and the other was to ensure that someone knows when another member of staff is out and about on their, in case of an accident/incident while on Council business. It was agreed

that staff would follow certain protocols so that the alarm could be raised quickly if something does happen.

78/20 **To note completed training and to assess further training needs** – Because of the current crisis, most training has been put on hold, but a number of online events are now beginning to appear and the clerk and assistant clerk are due to attend some Risk Assessment training soon, and the Caretaker will attend a manual handling course once physical courses can take place again. All members of staff will watch out for training courses that may be useful, and once council training appears again, the clerk will try to ensure the relevant councillors attend.

79/20 **Open Forum to discuss staffing Issues** – the only issue raised was when the statutory days mentioned in the new contracts should be set for – it was agreed these could be taken at any time subject to the usual leave restrictions.

Date of next meeting – Monday 23rd November 2020

There being no further business the open meeting closed at 8.52pm

Chairman's Signature