

## Staffing Committee

Kidsgrove Town Council  
Victoria Hall  
Liverpool Road  
Kidsgrove  
Staffordshire  
ST7 4EL

Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)



### Minutes of the Staffing Committee Meeting held on the 2<sup>nd</sup> November 2020, 6:30pm, Meeting held remotely by Zoom.

- SC/19-20/1/1 Present**
- CLlr M Stubbs, Cllr A Cooper, Cllr P Waring, Cllr K Robinson, Cllr M Maxfield  
In attendance: Sue Davies, Town Clerk
- SC/19-20/1/2 To receive and consider apologies for absence.**
- None
- SC/19-20/1/3 To note declarations of Member's Interests**
- None declared.
- SC/19-20/1/4 Public Participation – A period not exceeding 15 minutes for members of the public to ask questions or submit comments.**
- No public present.
- SC/19-20/1/5 To receive and approve the minutes of the meeting held on the 23<sup>rd</sup> July 2020.**
- The minutes of the meeting of the 23<sup>rd</sup> July were approved by those present.
- SC/19-20/1/6 Policies:**
- a) To note that, as part of the contract, Ellis Whittam is compiling an employment handbook.**
- It was noted that Ellis Whittam is preparing an employment handbook which will come to the committee for approval.
- b) To consider and recommend for approval, or otherwise, a Grievance Policy.**
- The Committee considered the grievance policy and recommended approval to Full Council.

**c) To consider and recommend for approval, or otherwise, a Disciplinary Policy.**

The Committee considered the disciplinary policy and recommended approval to Full Council.

Matters considered with the Press and Public Excluded:

**SC/19-20/1/7 Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**

It was resolved to move into Part 2 – Press and Public excluded.

**SC/19-20/1/8 To consider and review various staffing matters relating to current staff.**

It was noted that the annual pay increase had now been agreed and published by NAALC and it was resolved this should be applied to staff effective from 1<sup>st</sup> April 2020.

**SC/19-20/1/9 To consider progression of the recruitment of an administration assistant including agreement of terms and the job role.**

It was noted that Covid-19 had made the filling of this position problematic as there would be difficulties in training someone in the role whilst complying with regulations. There was discussion around the differences between roles (administration assistant, assistant clerk and deputy clerk). The committee resolved that the recruitment of an assistant clerk should proceed as soon as practically possible. The hours to be advertised were agreed at 16 a week with grade offered commensurate to experience and skills.

**SC/19-20/1/10 To agree the date and time of the next meeting.**

Date of Next Meeting: To be agreed.

The meeting concluded at 20:00pm