MINUTES of the PERSONNEL COMMITTEE meeting held ONLINE on Wednesday 7 April 2021 at 6pm

PRESENT: Cllr M Jepson (Chairman) Cllr S Harkin

Cllr K Williams (Vice-Chairman) Cllr D Savage

OFFICERS: Mr A Tadjrishi (Town Clerk)

569. PUBLIC QUESTIONS

Apologies were received from CIIr N Barber.

570. APOLOGIES FOR ABSENCE

None.

571. DECLARATIONS OF INTEREST

Member(s)	Minute No.	Nature of Interest
Cllr M Jepson	All	Local Non-Pecuniary (as a Member of East Suffolk Council)

As no Pecuniary declarations were made, there were no requests for dispensation.

572. CONFIRMATION OF MINUTES

It was RESOLVED that the Minutes of the Personnel Committee Meeting held on 27th March 2021 be signed by the Chairman as a true record.

573. MEMBER/OFFICER PROTOCOL

Committee reviewed the Member/Officer Protocol. Members agreed that the Protocol remained relevant and fit for purpose and should therefore be readopted without any changed.

RESOLVED that the Member/Officer Protocol be readopted as presented with no changes.

574. EXCLUSION OF PRESS AND PUBLIC (STAFFING MATTERS)

Committee agreed that, in accord with the Public Bodies (Admissions to Meetings) Act 1960 s.1 (2), due the confidential nature of the business which was to be transacted, it was advisable that the press and public be temporarily excluded.

It was RESOLVED that the Press and Public be excluded and instructed to withdraw.

575. STAFF RECRUITMENT

Committee considered the update report on recruitment to three new vacancies at the Town Council.

It was noted that the vacancies were live on the Town Council's website and had been advertised on the national apprenticeships website, via Suffolk College, in the Flyer and via social media. The Clerk reported that a high proportion of interest was being received through paid advertising with Facebook. Requests for applications for each of the posts were being received and the closing date for completed applications was 8am on Monday 19th April.

The Clerk invited Members to participate in the shortlisting process. Cllr Savage and Cllr Williams offered to participate in the interview process, subject to availability. Interviews would be conducted in a covid-secure manner.

It was RESOLVED that the staff recruitment update report be noted, and the Clerk to liaise with Cllrs Savage and Williams on the interview arrangements, once shortlisting had taken place.

576. STAFFING MATTERS

Committee considered a report on staffing matters. It was noted that the shielding staff member had taken up the option of being furloughed until 30 September 2021.

RESOLVED that the report on staffing matters be noted.

577. STAFF HANDBOOK AND POLICIES

Committee considered a report on the Staff Handbook and associated staffing policies.

Members discussed the need to ensure policies supported new and future working practices resulting from the impact of coronavirus.

It was RESOLVED that the Clerk, in consultation with Cllr K Williams, review the Staff Handbook and association staffing policies, having regard to relevant legislation and updated working practices as a result of the coronavirus, and bring proposals to the next Committee meeting for formal consideration and approval.

578. <u>CLOSURE</u>

The meeting was closed at 7.10pm. The next meeting was noted as	being
scheduled for Wednesday 6 October 2021 at 6pm.	

Date:	Chairman: