

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. CLOSURE

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

Date: _____

Chairman: _____