

# MINUTES OF STANWICK PARISH COUNCIL STAFFING COMMITTEE MEETING HELD ON

**Date:** 25<sup>th</sup> June 2020

**Venue:** Zoom

**Time:** 7.15 p.m.

**Present:** Councillors:- N Peck  
S Glanville-Hughes  
J Paterson  
Clerk to the Council J Hodgson

This meeting was held 'remotely' via an internet platform as permitted by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

## **SC20.1 ELECTION OF CHAIRMAN FOR THE COMMITTEE**

After nomination and voting it was

### **RESOLVED**

That Councillor Peck be elected chairman for the civic year.

## **SC20.2 APOLOGIES FOR ABSENCE**

There were no apologies.

## **SC20.3 APPROVAL OF MINUTES**

It was proposed and

### **RESOLVED**

That the Minutes of the Council Meeting held 6<sup>th</sup> February 2020 be approved as a correct record and signed by the Chairman. The Minutes will be signed at the first meeting opportunity after the lockdown has been lifted.

## **SC20.4 DECLARATION OF INTEREST**

There were no declarations of interest given.

### **SC20.5 PUBLIC SPEAKING TIME**

There was no members of the public present.

### **SC20.6 COVID 19 PARISH OFFICE RISK ASSESSMENT**

It was noted that a Risk Assessment for the re-opening the Parish Office in the Village Hall was a place of work for the Clerk had been circulated to all committee members prior to the meeting. It was noted that a number of actions were required prior to the office being used as a permanent place of work again. It was proposed and

#### **RESOLVED**

That the Parish Office COVID 19 Risk Assessment be recommended to the Council for approval and adoption.

### **SC20.7 APPRAISAL PROCESS**

It was agreed that by the 9<sup>th</sup> July Councillor Peck would circulate a preferred template to other committee members for their comment and amendment. This would be undertaken via email so that a firm draft can be discussed at the next meeting.

### **SC20.8 GRIEVANCE POLICY**

A copy of the Grievance Policy with amendments was circulate to committee members prior to the meeting. It was proposed and

#### **RESOLVED**

That the policy be recommended to Council for approval and adoption.

### **SC20.9 TERMS OF REFERENCE FOR A HEARING PANEL**

It was proposed and

#### **RESOLVED**

That the Terms of Reference be recommended to Council for approval and adoption.

### **SC20.10 RECRUITMENT POLICY**

It was noted that the Recruitment Policy had be substantially re-written as the previous version was written in 2008. It was proposed and

#### **RESOLVED**

That the policy be recommended to Council for approval and adoption.

## **SC20.11 REVIEW OF PERSONNEL POLICIES**

- a. Dignity at Work Policy
- b. Equality Policy
- c. Disciplinary and Dismissal Procedures
- d. Lone Working Policy
- e. Home Working Policy
- f. Pension Policy

It was proposed and

### **RESOLVED**

That the six policies were fit for purpose and do not require amendment.

## **SC20.12 DATE OF THE NEXT MEETING**

The next meeting will be on 6<sup>th</sup> August 2020 on Zoom.

Meeting closed at 7.31p.m.

**Chairman**