

**MINUTES OF THE STAFFING COMMITTEE MEETING
HELD TUESDAY 10TH NOVEMBER 2020
2PM
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020.

Present via video link: Cllrs Mr S Attenborough, Mr R Flemming, Mr K Lynch, Mrs M Sherwin, Mrs P Spence, Mr B Walker & Mr H Wilkins.

In attendance via audio link: H Thomasson (Principal Officer)
J Perry (Responsible Financial Officer/Deputy Principal Officer)
No members of the public

These minutes are subject to approval at the next meeting of this committee

9. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Mrs A Hall. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Wilkins, it was

RESOLVED – the apology be accepted.

10. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time.

11. MINUTES OF THE MEETING HELD 29TH SEPTEMBER 2020

Minutes of the meeting held 29th September 2020 having been circulated to all members were considered. Proposed by Cllr Mr Wilkins, seconded by Cllr Mrs Spence it was

RESOLVED – the minutes of the meeting held 29th September 2020 be approved and signed by the Chairman.

12. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present at the meeting.

The Chairman then moved the resolution to exclude the public and press from the remainder of the meeting as the items to be discussed were of a confidential nature pursuant to the Public Bodies (Admissions to Meetings) Act 1960.

13. REVIEW OF EXISTING STAFF RESPONSIBILITIES AND PROPOSED ROLES FOR RECRUITMENT PURPOSES

The Principal Officer gave a thorough explanation of the circulated job descriptions and main duties and answered members' questions. Proposed by Cllr Mr Walker, seconded by Cllr Mr Flemming and by show of hands, it was

RESOLVED – to accept the changes made to the main duties of the existing Project Officer with job title change to Administration Officer, all other terms unchanged; to accept the changes made to the main duties of the Deputy Principal Officer, all other terms unchanged.

And further,

RESOLVED – to accept the job description and main duties for two recruitment posts as circulated, totalling 37.5 hours. The Principal Officer to prepare person specifications and job packs for the two positions for members to consider at a further meeting prior to any advertisements.

14. CORONAVIRUS JOB RETENTION SCHEME

Further to a request made by a member of staff regarding the CJRS, the Deputy Principal Officer reported that, after consultation with Council's retained HR consultant Chris Moses of Personnel Advice & Solutions Ltd, the employee would not be eligible for the scheme.

There being no further business the meeting closed at 2.52pm