

MINUTES OF THE STAFFING COMMITTEE –5TH FEBRUARY 2020 - DRAFT
(MEETING COMMENCED AT 6:30PM)

356/19 1. CHAIR’S OPENING REMARKS.

None made.

357/19 2. ATTENDANCE REGISTER AND APOLOGIES FOR ABSENCE.

Present: Lindsay Cooper (Chair), David Ainslie, Alec Crombie, Mark Shaw, Stephen Rozak, Miranda Jones, Sam Findlay.

Town Clerk Deborah Bettles was also present.

Apologies received from Cornelius Vincent-Enright, Lucy Lewin and Ron Simpson. It was proposed by David Ainslie, seconded by Mark Shaw and unanimously agreed that apologies be accepted.

358/19 3. DECLARATION OF MEMBERS INTERESTS AND APPLICATIONS FOR DISPENSATION

None received

359/19 4. TO CONFIRM THE REPORT OF THE MEETING HELD ON WEDNESDAY 29TH MAY 2019.

Resolution: It was agreed to accept the minutes of the meeting.

360/19 5. UPDATE ON OFFICE HOURS

Resolution: It was proposed by Miranda Jones, seconded by Mark Shaw and agreed (6 in favour, 1 abstention) to recommend to Full Council to trial a change of public access to the Clerk’s Office from 10am to 2pm Monday to Friday for a six month period, and that a full explanation and announcement of this change is to be made in the appropriate places.

361/19 6. REVIEW OF INTERIM SUPPORT FOR THE CLERK

Resolution: It was proposed by David Ainslie, seconded by Alec Crombie and unanimously agreed to recommend to Full Council that appropriate support be provided temporarily to the Clerk to assist with internal audit requirements and that the Clerk should investigate what form of support would be appropriate.

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed by Lindsay Cooper that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item, subject to agreement by members before the debate commences. Agreed by Committee members.

Meeting entered closed session at 7:05pm

362/19 7. CONSIDER A REVIEW OF CONTRACT HOURS FOR PREMISES OFFICER ROLE

Resolution: It was proposed by David Ainslie, seconded by Mark Shaw and unanimously agreed to authorise the Clerk to compile a report regarding the needs of the Premises Officers and to report back to the Staffing Committee once concluded.

363/19 8. **CONSIDER A REVIEW OF TERMS AND CONDITIONS OF EMPLOYMENT FOR THE ASSISTANT / DEPUTY CLERK ROLE**

Resolution: It was proposed by Sam Findlay, seconded by Mark Jones and unanimously agreed to amend the specific Terms and Conditions of Employment for the Assistant / Deputy Clerk role as per confidential report 2020 02 05 Staffing Item 8 Report.

At 7.20pm The Clerk was asked to leave the room because of the nature of the discussion to follow.

364/10 9. **CLERK'S END OF PROBATIONARY PERIOD REVIEW**

Resolution: It was proposed by Lindsay Cooper, seconded by David Ainslie and unanimously agreed to recommend to Full Council that Debbie Bettles be confirmed as a permanent member of staff and that as part of that process, the Chair and Vice Chair of the Staffing Committee conduct a formal end of probationary period review with Debbie and additionally that they agree with her some objectives for the next year based on those presented in this Committee.

Meeting closed at 7.30pm

The next meeting to be scheduled.