**Minutes of Uppingham Town Council Staffing Committee, held via Zoom, 7.30pm, Friday 2 October 2020 - DRAFT**

**SC014/20 1 - WELCOME AND APOLOGIES**

Present: Cllrs Lucy Lewin (Chair), Liz Clarke, Lindsay Cooper, Mark Shaw, Ron Simpson, Miranda Jones Also present: Peter Leppard (Town Clerk’s office)

Apologies received from Cllrs David Ainslie, Sam Findlay

**SC015/20 2 - DECLARATION OF MEMBERS’ INTERESTS**

Ron Simpson declared a non-pecuniary interest as a director of LRALC.

**SC016/20 3 - MINUTES OF THE MEETING HELD ON 26 AUGUST**

Resolution: It was unanimously agreed that the minutes be confirmed.

**SC017/20 4 - PUBLIC SPEAKING**

No members of the public were present.

**SC018/20 5 - POLICIES**

Resolution: It was unanimously agreed that

1. draft polies circulated by the Clerk for the following subjects be recommended to full Council for approval:

Discipline, Grievance, Staff appraisal, Poor performance, Sickness/absence, Expenses, Training & Development, Whistleblowing, Officer/member protocol

1. existing policies for the following subjects be reaffirmed as still appropriate:

Health & Safety, Equal Opportunities

1. all the above policies, once approved, be issued to each member of staff in hard copy, formatted as a Staff Handbook.
2. the Clerk will develop further draft policies for Staffing Continuity during Disruption, and Bereavement Leave.
3. The Clerk will develop a temporary addendum to the Staff Handbook to reflect current Covid-19 considerations.

**SC019/20 6 - EXCLUSION OF PRESS & PUBLIC**

Resolution: It was unanimously agreed that, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.”

**SC020/20 7 - STRUCTURAL REVIEW OF STAFFING**

Resolution: It was unanimously agreed that

1. full Council be recommended to approve that LRALC be asked to undertake a structural review of the Council’s staffing.
2. Ron Simpson will circulate a draft remit for this review, for the other members of this Committee to refine and agree.
3. Lucy Lewin will obtain costings from LRALC, to enable full Council to decide appropriate funding for this workstream.

Resolution: It was unanimously agreed that Lucy Lewin and Lindsay Cooper, together, have this Committee’s ongoing authority to discuss any current matters with the Clerk on behalf of the Committee, in accordance (where relevant) with the policies listed under minute SC018/20

**SC021/20 8 - DATE OF NEXT MEETING**

Resolved: It was unanimously agreed that this be held at 6.30pm on Tuesday 13 October.

**The meeting closed at 8.45pm**