**Uppingham Town Council**

**Staffing Committee held at the Town Hall on Wednesday 15th December at 6pm**

Present : Liz Clarke, Sam Findlay, Ron Simpson, Tom Johnson, Lindsay Cooper joined at 6.05pm

Sharon Coe (Town Clerk) joined via Zoom

|  |  |  |
| --- | --- | --- |
| SC21/052  SC21/053  SC21/054  SC21/055  SC21/056  SC21/057  SC21/058  SC21/059  SC21/060  SC21/060 | 1.  2.  3.  4.  5.  6.  7  8.  9.  10. | **Welcome**  The Chairman welcomed all members to the staffing committee.  **To receive apologies for absence**  Apologies had been received from Dave Casewell, Miranda Jones and Mark Shaw. It was resolved to accept these apologies.  **Declarations of interest.**  Ron Simpson declared a non-pecuniary interest as a director of LRALC.  **To confirm minutes of the previous meeting (22nd June 2021)**  The minutes were received as a true copy. Proposed Liz Clarke, seconded by Ron Simpson. Resolved unanimously.  **An opportunity for members of the public to speak.**  There were no public present.  **To consider the LRALC report on the role of the Town Clerk commissioned December 2020, make any recommendations (if needed) to Full Council**.  The Clerk had considered the report commissioned and had previously provided members point by point of her comments, an overview summary of the report in its entirety had also been submitted. Members disagreed with the point made from LRALC regarding the induction of the previous clerk and felt that its vitally important to get the facts correct. Therefore, the LRALC report was accepted but with some inaccuracies. The report had highlighted some areas where improvements could be made, these would be recommended to Full Council.  Proposed Liz Clarke, seconded Tom Johnson resolved unanimously.  ***To consider the following resolution: “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.”***  **To review and consider the staffing requirements of the Town Hall and Park, to include existing contracts and job descriptions.**  The Clerk updated the committee with some initial thoughts around business needs and staffing requirements of the Town Hall and Park. She had started some work on the job descriptions and contracts, and these would be presented to a future committee. The committee fully endorsed and supported the work that had been started.  **To consider ratifying the permanent position of the Town Clerk (if deemed appropriate) following completion of the probationary period.** (The Town Clerk will leave during this item)  The Clerk was advised that the committee will make its recommendations to the next full council meeting.  **Date of next meeting**.  This would take place in January. |
|  |  |  |

P

P

P