



Uppingham Town Council
Town Hall, High Street East,
Uppingham, Rutland. LE15 9PY

Staffing Committee (SC)
Minutes recorded on Wednesday 27th November 2024 at 7:30pm.

MINUTES

Present: Cllr Ron Simpson BEM (Chair). Cllr Trevor Colbourne. Cllr Geoff Thompson.
Cllrs Christine Edwards. Cllr Lindsay Cooper. Cllr Mark Shaw. (voting to 6)

Also, Present Mr. Adam Lowe (Clerk to the Council).
Three members of the public were present.

SC24/09 The Chairman opened the meeting at 7:52pm, the previous meeting had run over.

SC24/10 Apologies. Cllr Ainslie.

Proposed Cllr Edwards. Seconded Cllr Shaw. Carried.

SC24/11 Declaration of Members' interests and applications for dispensation.

None.

SC24/12 To confirm the minutes of the Committee 22nd April 2024 meeting.

Proposed Cllr Shaw. Seconded Cllr Cooper. Carried.

SC24/12 No public deputation. No County Councillor present.

SC24/13 The Chairman introduced the paper in regard to the Town Clerks 3-month probationary review. The suggestion of a '360' review approach was suggested and noted by the committee. Without further debate the Clerks review was noted with no concerns.

Proposed Cllr Simpson. Seconded Cllr Shaw. Carried.

SC24/14 The Chairman introduced the Staff handbook and Staffing Polices as a combination of current and work required. Following a debate the committee instructed the Clerk to ask the Council HR advisor to review the current handbook and polices to be brought as a combined document or ideally a handbook with key policies that support the objectives of the Councils staffing approach and current legal requirements.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried.

SC24/15 Staffing Structure Review. The committee discussed the paper Staffing 2025 and Beyond and following debate it was proposed that the Clerk should produce a staffing proposal and strategy.

Proposed Cllr Shaw. Seconded Cllr Edwards. Carried. (voted to 5)

The date of the Next meeting to be advised.

The meeting closed at 8:33pm

Signed..... Date.....