

## WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **STAFFING COMMITTEE** held on **WEDNESDAY 5<sup>TH</sup> AUGUST 2020** at **6pm**

### Councillors:

Present: S Bale, Lady C Blois, P Gillard, G Holdcroft, S Miller, M Sutton and S Thompson

Apologies: E O’Nolan, S Rawlings and Walsh

In Attendance: Locum Deputy Town Clerk (items 254 – 261 and part 262 only)

### *Action*

#### 254. TO ELECT A CHAIR OF COMMITTEE

The Committee elected Councillor Bale as Chair.

#### 255. TO ELECT A VICE-CHAIR OF COMMITTEE

The Committee elected Councillor Sutton as Vice-Chair.

#### 256. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors O’Nolan, Rawlings and Walsh.

#### 257. MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011

No Councillors declared any interest in matters on the agenda.

258. COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING

There were no requests from Councillors for a dispensation.

259. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 27th APRIL 2020

The Committee received and approved the signing of the minutes of the meeting held 27<sup>th</sup> April 2020 as a true record.

260. TO AGREE TO APPOINT MEMBERS TO THE APPEALS SUB-COMMITTEE AND THE DISCIPLINARY AND GRIEVANCE SUB-COMMITTEE

The Committee agreed to defer this item to the next meeting of the Council.

261. TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED

The Committee agreed to exclude the public and press from the remainder of the meeting in accord with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

262. TO RECEIVE A REPORT ON STAFFING MATTERS

The Council considered the confidential report and agreed the changes to gradings for the Deputy Town Clerk and Finance Assistant posts as recommended in the report. The Committee further agreed the change in job title for the Secretary post to Administrative Assistant and the change in grading as recommended in the report. The Council further agreed that all terms and conditions for staff would be as set out in the National Joint Council for Local Government "Green Book" except for: -

- a) all mileage to be paid at 40p per mile or equivalent future Inland Revenue rate
- b) Overtime for Civic Events/functions and emergency call-outs will be paid at double time

The Committee agreed to recommend to Full Council that the Locum Deputy Clerk's hours be increased to 15 per week from 1<sup>st</sup> August 2020.

263. CLOSURE

The meeting was closed at 6.50pm.

Councillor Bale  
Chair