



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

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TO MEMBERS OF THE STAFFING COMMITTEE

Cllr Bale	Cllr O’Nolan
Cllr Lady Blois	Cllr Rawlings
Cllr Gillard	Cllr Sutton
Cllr Holdcroft	Cllr Thompson
Cllr Miller	Cllr Walsh

You are hereby summoned to attend the **MEETING** of the **STAFFING COMMITTEE** to be held virtually on: **WEDNESDAY 5th AUGUST 2020 at 6.00PM**

Greg Diaper
Locum Town Clerk
28th July 2020

To join this meeting as a member of the public please contact the Town Clerk via email – townclerk@woodbridge-suffolk.gov.uk for more information.

Public Attendance

Members of the public and press are welcome to join the Zoom meeting.

AGENDA

- 1. ELECTION OF CHAIRMAN**
To elect a Chair of Committee
- 2. ELECTION OF VICE-CHAIRMAN**
To elect a Vice-Chair of Committee
- 3. APOLOGIES**
To receive apologies for absence.
- 4. TO RECEIVE DECLARATIONS OF INTEREST**
Members and officers are 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 are 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.

5. TO CONSIDER REQUEST FOR DISPENSATIONS

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 in 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.

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

To receive and approve the minutes of the meeting held 27th April 2020

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

8. 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

9. TO RECEIVE A REPORT ON STAFFING MATTERS – CONFIDENTIAL REPORT CIRCULATED SEPERATELY

10. CLOSURE

WOODBIDGE TOWN COUNCIL

Minutes of an **on-line** meeting of the **STAFFING COMMITTEE** held on **MONDAY 27th APRIL 2020**
at 11am

Councillors:

Present: S Bale (Chairman), G Holdcroft, P Gillard, E O’Nolan, S Miller, M Sutton

In Attendance: Locum Town Clerk (except item 833 and 834)

Action

829. **APOLOGIES**

There were no apologies for absence.

830. **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 Members declared any interests in matters on the agenda.

831. **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 for dispensations.

832. **CONFIRMATION OF MINUTES OF THE STAFFING COMMITTEE MEETING OF 17th DECEMBER 2019**

The minutes of the Staffing Committee meeting held 17th December 2019 were agreed and signed as a true record.

833. **TO MOVE THAT, PURSUANT TO SECTION 1, SUBSECTION 2 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PRESS AND PUBLIC ARE EXCLUDED FROM PROCEEDINGS ON THIS MATTER AS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST**

The Locum Town Clerk left the meeting.

834. **TO RECEIVE A REPORT ON STAFFING MATTERS AND AGREE THE RECOMMENDATIONS CONTAINED THEREIN – CONFIDENTIAL SEPARATE REPORT**

The Committee considered the confidential report on staffing matters and agreed their recommendations to Full Council to consider.

835. **CLOSURE**

The meeting was closed at 11.25am

Councillor Sue Bale
Chairman

DRAFT

ITEM 7

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

At the Annual meeting of the Council held 12th May it was agreed that the membership of Committees and Sub-Committees would be agreed between the political group leaders. In addition the Council agreed:-

a) that the existing Staffing Sub-Committee be disbanded, and two new Sub-Committees formed - Appeals and Disciplinary & Grievance, each of five members with a quorum of three.

In order that there can be clear separation between any original panel members and members of the Appeal Sub-Committee it was agreed that membership of either Sub-Committee need not be constrained to members of the Staffing Committee.

Members are recommended to make appointments to these two sub-committees