

Locum Clerk to the Council/RFO: Shaun Jones
Chairman: Cllr Mr Mark Underwood

Draft minutes of a meeting of the Staffing Committee convened on Monday 10 July 2020 at 6.00 pm via Zoom Video Conferencing.

Present: Cllrs Parkhurst (Chair); Jones; Lewis; Whittall & Underwood;

In attendance: Locum Clerk, Shaun Jones

S1.20/21 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE** – None.

S2.20/21 **DECLARATIONS OF INTEREST** – None.

S3.20/21 **MINUTES** – The minutes of the meeting held on 16 March 2020 were unanimously approved and signed by the Chair.

S4.20/21 **EXCLUSION OF THE PRESS AND PUBLIC** – Motion proposed MU, seconded JW – It was unanimously resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 in order to allow the Council to discuss confidential matters.

S5.20/21 **STAFF RECRUITMENT** – SJ confirmed to members the calculation of Time off in Lieu and payment for holidays untaken to be included in the final salary payment to meet contractual obligations for the Clerk/RFO whose leaving date was 3rd July 2020. **Proposed FJ, seconded MU to approve – carried unanimously.** Discussion on how staffing might look to support the activities of Bayston Hill Parish Council took place. Having 5 or more on the payroll automatically involves all Health and Safety regulations. Outsourcing could play a part in the mix. AP suggests approaches to potential partners to gain an idea of service offering and at what cost. TL suggests SJ is invited to participate – as an outside pair of eyes, in a working party to look into greater detail ahead of bringing forward detailed options for members to consider. **Members resolved, proposed AP and seconded MU for SJ to be part of the working party. Members resolved to set up a working party, proposed MU seconded JW.**

S6.20/21

PROGRESS REPORT OF FLEXIBLE RETIREMENT REQUEST – A member of the Handyperson team wishes to take advantage of a flexible retirement option offered by Shropshire County LGPS. The number of contractual hours will reduce by 4 and these will be shared by the two other team members. Amendments to the respective employment contracts to be completed. **Proposed AP, seconded MU to approve – passed unanimously.**

The meeting closed at 7:30pm.

DRAFT