

Minutes of Staffing Committee held on 6 February 2025 at 7pm	
Councillors Present	Lokabandhu, J. Cousins, M. Oakden, M. White
Apologies	Cllr I. Donfrancesco
Absent	Cllr S. Henderson
In Attendance	Town Clerk and Town Hall Manager
Public Participation	0 members of the public were present.

47. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Cllr Donfrancesco had offered apologies owing to personal commitments.

48. DECLARATIONS OF INTEREST

Cllr Lokabandhu declared an interest as a director of the Pilgrim Reception Centre (Glaston Centre Limited).

49. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD

The minutes of the previous meeting were considered and **SIGNED** as a correct record of the meeting.

50. TO CONSIDER ADOPTING THE STAFF HANDBOOK

This item was deferred to a future meeting as the Town Clerk had not had the chance to fully review the new Staff Handbook in advance of the meeting.

51. TO CONSIDER RECRUITMENT OF NEW STAFF

- a. Two new Community Services Officers

Cllr White proposed that the job advertisements be issued according to the agreed job description. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

- b. for St. Dunstan's House

Information was circulated and this item would be considered in detail at a future meeting.

52. TO PASS A MOTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014,

THE PRESS AND PUBLIC WILL BE EXCLUDED FOR THE FOLLOWING ITEMS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

Proposed by Cllr Lokabandhu, seconded by Cllr Oakden and **RESOLVED** unanimously.

53. TO CONSIDER A REQUEST FROM STAFF TO REDUCE THEIR HOURS

Cllr Oakden proposed that the request be granted. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

54. TO CONSIDER MATTERS RELATING TO STAFF PROBATION PERIODS AND MAKE ASSOCIATED DECISIONS

Cllr White proposed that the member of staff's probationary period be considered a pass and the member of staff be offered the role on a permanent basis. This was seconded by Cllr Oakden and **RESOLVED** unanimously.

Cllr White proposed that this be rewarded with an increase of one Spinal Column Point (SCP) to the member of staff's salary and that from 1 February this role be paid at SCP14. This was seconded by Cllr Lokabandhu and **RESOLVED** unanimously.

55. TO RECEIVE AN UPDATE ON STAFF SICKNESS AND MAKE ASSOCIATED DECISIONS

The Town Clerk gave an update which was noted by the committee, no decisions were taken.

45. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 AMENDED BY THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014, THE PRESS AND PUBLIC WILL BE INVITED BACK FOR THE REMAINDER OF THE MEETING

Proposed by Cllr Lokabandhu, seconded by Cllr White and **RESOLVED** unanimously.

46. TO NOTE THE DATE OF THE NEXT MEETING AND CONSIDER ANY ADDITIONAL MEETINGS

The next meeting will be held on 13 March 2025.

SIGNED:	DATE:
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