

BARROWBY PARISH COUNCIL

Mrs J Moss, Clerk and RFO
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Minutes of the Barrowby Staffing Committee Meeting held on Monday 18th January 2021 Via Zoom

MEETING OPENED: 7.00pm

1. WELCOME REMARKS BY CHAIRMAN (20/022)

- 1.1 The Chairman welcomed Members to the meeting and thanked them for their attendance. Those in attendance: Councillors Bowyer, Cupit, Eaton, Townsend and the Clerk Mrs Moss.

2. APOLOGIES: TO RECEIVE APOLOGIES FOR ABSENCE AND REASONS GIVEN (20/023)

- 2.1 No apologies were received from Councillor Lees.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/024)

- 3.1 There were no expressions of interest or requests for dispensation.

4. APPROVAL OF MINUTES (20/025)

- 4.1 The Clerk's notes of the Staffing Committee extraordinary meeting on 21st October 2020, having been proposed by Councillor Eaton and seconded by Councillor Townsend, were agreed to be a true and accurate record and were passed by resolution of the Committee. The notes will be duly signed and dated by the Chairman.

5. EMPLOYMENT POLICIES (20/026)

- 5.1 Members discussed the current Employment Policies and made suggestions for updates particularly regarding Covid 19.
Action: The Clerk to update the Policies and send to the Committee for review.

6. CONTRACTS (20/027)

- 6.1 Following a proposal by Councillor Cupit, seconded by Councillor Townsend, members resolved to move into closed session at 7.35pm.
- 6.2 Members discussed contracts, job descriptions and annual appraisals in closed session.
- 6.3 Members noted that the Clerk's 3 month probationary period ends on 8th February 2021.

7. STAFF HOLIDAYS (20/028)

- 7.1 The Clerk reported that some staff members still have annual leave to take before 1st April.
- The closed session ended at 8.10pm.

8. NEXT MEETING (20/029)

- 8.1 17th April at 7.00pm

The Chairman closed the meeting at 8.13pm.