

WELLS CITY COUNCIL

MINUTES OF THE REMOTE STAFFING COMMITTEE MEETING HELD ON THURSDAY 14TH JANUARY 2021 AT 6PM VIA ZOOM

PRESENT ON ZOOM: Cllrs: S Briton, S Cursley, O Hartley (Deputy Mayor and Chair),
R Humphreys, A l'Anson, N Kennedy

IN ATTENDANCE ON ZOOM: Cllrs; Linsdell, J Rust
SCC Cllr T Munt
Town Clerk/RFO: S Luck
WCC Staff: A Westwood

21/01S APOLOGIES FOR ABSENCE

None Received.

21/02S DECLARATIONS OF INTEREST

None declared.

21/03S MEETING OPEN TO THE PUBLIC

SCC Cllr T Munt asked if WCC as a parish council had received new Code of Conduct and Standing Order policies. The Town Clerk replied he had not yet received them but was aware a new Code of Conduct was being produced.

21/04S MINUTES OF THE MEETING HELD ON 3RD SEPTEMBER 2020

Minutes of the previous meeting were proposed, seconded, approved and will be signed.

21/05S ELECTION OF VICE-CHAIRMAN

After discussion Cllr Kennedy was elected as Vice Chairman.

21/06S STAFF REPRESENTATIVE'S REPORT

Staff rep was not present due to furlough.

The Town Clerk reported on how the current staff had been furloughed to save money as the Town Hall was closed due to lockdown.

He also spoke about the need for the Council to start planning staffing needs moving forward. Pressure on staff will increase due to the council expanding its operations and there will be a need to increase staff numbers in the coming years. Other problems will be the carry-over of staff holiday entitlement due to lockdown which could leave us short staffed.

In the medium term the committee will need to consider the replacement of retiring senior staff.

Members agreed there was a need to look at the staffing need moving forward.

21/07S RESILIENCE OFFICER UPDATE / PLAN

Due to the Covid lockdown the appointment process was delayed. It is being kept under review and will take place when possible.

Members agreed that the Chairman Cllr Hartley with Cllrs Humphreys and Briton will work on the interview process requirements.

21/08S POLICY REVIEW AND HR RECOMMENDATIONS

Members agreed with the Chairman's request that this item be dealt with in private session.

21/09S TOWN CLERK'S STAFFING UPDATE

The Town Clerk updated members that all staff including himself have been fully or flex abled furloughed. Staff were only working to cover basic council functions due to the dire financial situation caused by the lockdown. It was anticipated this could last for 3 months.

21/10S ANY OTHER URGENT MATTERS OF REPORT

Cllr A l'Anson suggested as part of the staffing review a Grant Officer could be considered to source outside funding for projects and the post could be self-financing. Members agreed this is an option.

21/11S DATE OF THE NEXT MEETING: Thursday 4th March 2021, 6pm

21/12S TO EXCLUDE THE PRESS AND PUBLIC

Due to the confidential nature of the business to be discussed, relating to individuals, it is proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public.

A discussion took place as to the right of non-committee councillors to stay in the meeting. Cllr Rust asked to stay but due to matter being discussed the Chairman asked her to leave, which she did under protest.

The Town Clerk was asked to confirm the legal position so he will consult the monitoring officer.

The committee were updated by the Chairman in relation to a recent staffing matter that needed external HR involvement. The committee discussed various recommendations and this will continue at the next meeting. Due to time limitations.