

## WELLS CITY COUNCIL

### MINUTES OF THE REMOTE STAFFING COMMITTEE MEETING HELD ON THURSDAY 4<sup>TH</sup> MARCH 2021 AT 6PM VIA ZOOM

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

**IN ATTENDANCE ON ZOOM:** Town Clerk/RFO: S Luck  
WCC Staff: A Westwood  
No members of public

**21/21S APOLOGIES FOR ABSENCE**

Cllr N Kennedy

**21/22S DECLARATIONS OF INTEREST**

None declared.

**21/23S MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> FEBRUARY 2021**

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

**21/24S MEETING OPEN TO THE PUBLIC**

None present.

**21/25S TOWN CLERK'S STAFFING UPDATE**

The Town Clerk updated members on the expected changes to staff furlough. The Town Hall is due to reopen on the 19<sup>th</sup> April and staff will be returning as required. The Open spaces team will return at the beginning of April as grass cutting will be starting. The appointment of an extra staff member and the using of existing staff to help the Open Spaces team with seasonal cutting/building maintenance and Wells in Bloom work was discussed and members agreed the Town Clerk and Open Spaces Officer could use the existing budgets available when required.

**21/26S PROTOCOL FOR COUNCILLORS AND STAFF RELATIONS**

The new policy was discussed by members and alterations suggested. It was agreed the Town Clerk would make the changes and bring the policy back to the next meeting. It was also suggested an email protocol needs including in the final policy. Cllr Briton asked when completed will it form part of an index of policies with revision dates. The Town clerk confirmed work on the index had started and all policies will have a standard front page with a box showing date and committee doing the review.

**21/27S ANY OTHER URGENT MATTERS OF REPORT**

Cllr Briton presented the draft timeline for the appointment of the Sustainability Officer/Resilience Officer. This was agreed by members and Cllrs Briton, Hartley and Humphreys would continue with the appointment work with July as the possible start date.

**21/28S DATE OF THE NEXT MEETING: TBC**

**TO EXCLUDE THE PRESS AND PUBLIC**

Due to the confidential nature of the business to be discussed, relating to individuals, it will be 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, public and all non-committee members.

**21/29S STAFF REVIEW (CONFIDENTIAL MATTER)**

Members discussed recent communication with the Monitoring Officer and offered support to the member of staff who had raised concerns.

A confidential staffing contract matter was discussed and members agreed to seek our HR advisors help and report back to the next meeting with the required paperwork.