

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 3rd June 2020 via Zoom commencing at 7.30 pm.

Present: Cllr J Roberts (Chairman) Cllr Mrs S Terry (Vice-Chairman)
Cllr S Ward

In Attendance: Mrs C Woodward, Clerk of the Council

S/28/20 **Apologies for Absence**

Cllr Bailey had tendered her apologies. No further apologies for absence were received.

S/29/20 **Declarations of Interest**

No declarations of interest, as required by the Code of Conduct adopted by the Parish Council on 11th July 2012 (Min Ref C/159/12), including paragraph 12(2), were made.

S/30/20 **Minutes of the Previous Meeting**

Cllr Terry PROPOSED that the Minutes from the meeting that took place on 4th March 2020 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/31/20 **Matters Arising from the Previous Minutes**

There were no matters arising.

S/32/20 **Exclusion of the Public & Press under Public Bodies (Admissions to Meetings Act) 1960 s1 ss2 Viz:-**

Cllr Roberts PROPOSED that in view of the special / confidential nature of the business about to be transacted i.e. relating to staff personnel, it is advisable in the public interest that the public and press are temporarily excluded and they are instructed to withdraw.

FOR: UNANIMOUS

S/33/19 **Exclusion Items**

COUNCILLORS ONLY

Under confidential cover the Committee considered and approved the, soon to be, completed probation periods for the Admin Assistant, Litter Picker, Play Area Inspector and Gate Keeper.

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S/35/20 **COVID-19**

The Clerk tabled an invitation received from Gloucestershire Rural Community Council (GRCC) offering the opportunity of being part of a Zoom meeting on 22nd June 2020 called 'Opening Up Community Buildings'. Cllr Terry expressed an interest in being part of this and wished to check her diary before confirming. If Cllr Terry was unable to attend Cllr Roberts would stand in.

Various documents were tabled for information including details of protective face masks, hand sanitiser units, insurance risk assessments and a HM Government documents called 'Working Safely During COVID-19 in Offices and Contact Centres'.

Members considered various options for keeping the building safe when it was opened. It would be impossible for the Caretaker to do a clean after every hire and they would all require different things put in place. The kitchen would probably need to be out of bounds for the foreseeable future and the disabled toilet the only one used. This was such a big subject that the Committee felt the use of the building should be considered in more detail, particularly regarding staff safety as it began to allow hirings. Cllr Terry PROPOSED an informal meeting of the Staffing Committee to look at this more closely. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/36/20 **Correspondence received after 28th May 2020**

No further correspondence received.

The meeting concluded at 9.27 p.m.