

NORTHWAY PARISH COUNCIL

Minutes of a meeting of the Staffing Committee held on Wednesday 7th October 2020

Following the passing of the Coronavirus Act 2020 (c.7), Councils are unable to meet in person during the COVID emergency. This meeting was therefore held via a Zoom link, with Councillors connecting remotely. The meeting began at 7:00 p.m.

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

In Attendance: Mrs C Woodward, Clerk of the Council

S/47/20 **Apologies for Absence**

No apologies for absence were received.

S/48/20 **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/49/20 **Minutes of the Previous Meetings**

Cllr Terry PROPOSED that the Minutes from the meeting that took place on 19th August 2020 should be approved as a true and accurate record. Cllr Ward SECONDED.

FOR: UNANIMOUS

S/50/20 **Matters Arising from the Previous Minutes**

There were no matters arising.

S/51/20 **Health & Safety Officer**

The Caretaker undertakes a basic risk assessment as part of her role at the Community Hub. This did not cover other areas such as outdoor amenities, staff and other buildings etc. The Clerk explained that although the only qualification required for the role was being a 'competent person', it was a very loose term and placed a heavy responsibility on the person undertaking the checks. Recently another Parish in the County had to attend the H & S Executive in London following an incident, which highlighted the seriousness of the role, and what may be expected in the event of a claim. The Clerk spoke with a least four other local Councils who are all outsourcing this role to experts as awareness of the risk grows. Members agreed that this should be investigated further.

The Clerk had contacted a couple of firms to get some information and rough costings but this had not yet arrived. Cllr Roberts offered to approach NFU to also provide a quote if the meeting wished but he would have to declare a personal interest. It was AGREED to accept this offer while waiting for the other two to arrive.

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- S/52/20 **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/53/20 **Exclusion Items**
- COUNCILLORS ONLY
- S/55/20 **Exclusion Items**
- Under confidential cover the Committee considered Staff Contracts, appraisals and salary scales and reviewed figures for budget setting.
- S/56/20 **COVID-19**
- No matters raised.
- S/57/20 **Training**
- It was noted that Cllr Mackenzie had attended half of the Being a Better Councillor course and was due to undertake the second half next week.
- The Clerk confirmed that the RoSPA training in Swindon for the Play Area Inspector was going ahead later in the month.
- S/58/20 **National Association of Local Councils (NALC) National Salary Award**
- The National Joint Council for Local Government Services (NJD) had agreed the new 2020-21 pay scales to be backdated to 1st April 2020. As per the Council policy agreed October 2008 this had been actioned.
- S/59/20 **Correspondence received after 1st October 2020**
- Alderman Knight School:-**
- i. **New Student** - The Clerk had been contacted to see whether the Council would consider hosting another student from their school. Members discussed this and agreed that it could be reviewed Spring 2021.
 - ii. **Previous Student** – The Clerk tabled a letter that had been received from the previous student who helped out in the Parish Office which was very encouraging.

The meeting concluded at 8.10 p.m.