



LOOE TOWN COUNCIL KONSEL TRE LOGH

MINUTES OF THE STAFFING COMMITTEE MEETING

Community Hub Telephone: 01503 262255

6 July 2022 at 6.00pm

REPORT TO COUNCIL

PRESENT: Cllr Hannaford
Cllr Smith
Cllr Leong
Cllr Holmes
Cllr Remington
Cllr Barker
Cllr Lundy
Cllr Gregory

IN ATTENDANCE: Brendan Coulton -Town Clerk
Fiona Wilkes-Jones -RFO

Member of the public

Non attended

		ACTIONS
0.	Welcome Purpose of the meeting introduced by the Mayor Cllr Hannaford	
1.	Apologies -Not applicable	
2.	Declarations of Interest were received from the following: Cllr Hannaford	

3.	<p>Questions from Members of the Public Not applicable</p>	
4.	<p>To Approve the Minutes of the Previous Meeting held on 2022</p> <p>Amended-section 6 to read</p> <p>Discussion ensued to ensure better alignment between responsibilities were covered by the updated job descriptions for the Admin and Planning Officer and the business Development Manager. Officers confirmed this to be the case and stated their confidence in this. Again, these changes are to take effect from 06/07/2022. It was also clarified that the proposed changes were less than 20% in comparison to the originals.</p> <p>Resolution to accept the minutes of the last meeting dated 6/6/2022 Proposed Cllr Gregory, Seconded Cllr Holmes unanimous vote in favour</p>	
5.	<p>Discuss interim Staffing arrangements after the departure of Commercial Strategy Manager Informal discussion by Members Town Clerk reassured members that normal business and operations would be maintained as usual.</p> <p>Town Clerk stated that a skills audit would be undertaken of Council Officers and Staff and an review of current pay and benefits.</p> <p>Key duties of CSM would be incorporated into current role of Town Clerk, Planning and Admin Officer, Business Development Officer.</p> <p>Staff invited input from members reference constructive suggestions</p>	<p>Town Clerk and the Mayor will discuss the framework and timescale</p>
6.		
7.	<p>Exclusion of members of the press and public To resolve that under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of confidential information.</p> <p>A) To discuss increase in salary for a member of staff for covering additional duties at the Town Council between 28 March 2022 and 12th July 2022.</p> <p>Calculation and breakdown provided by RFO and on file It was resolved that the payment be made as stated by the calculation of the RFO-Proposed by Cllr Gregory, seconded Cllr Remington, unanimous in favour of the proposal</p>	<p>Action Town Clerk and RFO</p>

8.

Date of next meeting to be confirmed 26th July 2022

The Meeting closed at 19:45

Signed

Date.....