

**MINUTES OF THE MEETING OF THE OAKHAM TOWN COUNCIL STAFFING COMMITTEE HELD AT THE TOWN COUNCIL OFFICES, VICTORIA HALL, 39 HIGH STREET, OAKHAM ON MONDAY 23<sup>RD</sup> SEPTEMBER 2019**

**PRESENT:**

Cllrs Adam Lowe, David Romney, Zoe Neal, Paul Ainsley, Ian Razzell, Joy Clough, Clerk

**ABSENT:** None

**IN THE PUBLIC GALLERY:** None

*Prior to the start of the meeting it was agreed that the outgoing Chairman Cllr Lowe, would start the first item of business*

**08/19 ELECTION OF CHAIRMAN**

Proposed by Cllr Lowe, seconded by Cllr Neal and resolved with 5 votes for and 1 abstention to elect Cllr Romney as Chairman of the Committee for the remainder of the municipal year

**09/19 VICE CHAIRMAN**

Proposed by Cllr Romney, seconded by Cllr Razzell and unanimously resolved to elect Cllr Neal as Vice Chairman of the Committee for the remainder of the municipal year

**10/19 APOLOGIES – Standing Order 1(u)**

None received

**11/19 DECLARATIONS OF INTEREST**

- (i) No disclosable pecuniary interests were declared
- (ii) Cllr Lowe declared an interest in item 11. Cllr Lowe stated he would remain in the room, would take part in discussion but would abstain in any vote under that item of business

**12/19 MINUTES**

Proposed by Cllr Romney, seconded by Cllr Lowe and resolved with 2 votes for and 4 abstentions to approve the minutes of the meeting of the Staffing Committee held on Monday 28<sup>th</sup> January 2019

**13/19 DEPUTATIONS BY THE PUBLIC**

None received

**14/19 TERMS OF REFERENCE**

It was proposed by Cllr Razzell, seconded by Cllr Lowe and unanimously resolved to adopt the Committee's Terms of Reference for recommended to Full Council, subject to the following amendments:

- Bullet point 2 – amend RFO to Responsible Financial Officer
- Insert bullet point 14 – Set employee annual objectives following S.M.A.R.T criteria (*Specific, Measurable, Assignable, Realistic, Time-related*)

**15/19 VOLUNTEER POLICY**

It was proposed by Cllr Razzell, seconded by Cllr Clough and unanimously resolved to adopt the draft Volunteer policy for the Policies and Procedures working group for approval, before being recommended to Full Council, subject to the following amendments:

Item 2 – under Equal Opportunities, remove the fourth paragraph

Item 7 – amend COSHH to Control of Substances Hazardous to Health Regulations

Page 5 – insertion \*legislation subject to change in the law

Item 10 – amend Oakham Town Centre to Parish of Oakham

Item 11 – insert, subject to loan working

Items 12, 14 – to be re-worded

Item 22 – entirely remove

Expenses – a volunteer can be reimbursed for reasonable out-of-pocket expenses free of tax as long as they are necessary for volunteering or are incurred as a part of volunteering work (e.g. postage, mileage, phone calls.

Car insurance – a volunteer must have business insurance and at their own expense

That all wording be softened by Cllr Razzell (in DRAFT) for further approval

**16/19 EXEMPT ITEMS**

- (i) It was proposed by Cllr Romney, seconded by Cllr Lowe and unanimously resolved to exclude the Public and Press during consideration of items 10,11 and 12 on the agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the confidential nature of the matters to be discussed
- (ii) It was proposed by Cllr Romney, seconded by Cllr Lowe and unanimously resolved that members of the Council who are not members of the Committee may not remain during consideration of items 10, 11 and 12 on the agenda

**17/19 EXEMPT MINUTES**

Proposed by Cllr Romney, seconded by Cllr Lowe and resolved with 2 votes for and 4 abstentions to confirm the exempt minutes of the meeting of the Council held on Monday 28<sup>th</sup> January 2019

**18/19 GRIEVANCE**

After discussions on the matter it was agreed that the recommendations be made to the Council

Record Note Item 11 / Minute reference 18/19 are recorded on a separate confidential page of the minutes and will be filed with the Town Council Staffing Committee official minute book

**19/19 OTHER STAFFING MATTERS**

After discussions on the matter it was agreed that the recommendations be made to the Council

Record Note Item 12 / Minute reference 19/19 are recorded on a separate confidential page of the minutes and will be filed with the Town Council Staffing Committee official minute book

**There being no further business the Chairman closed the meeting at 6.13 pm**

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**The Chairman**