**Minutes of the Staffing Committee meeting held virtually using Microsoft Teams on Thursday 13th October 2020 at 8pm**

**Present:** **Councillors:** I. Allen, S. Birnstingl, B. Harber, I. Ivatt, C Verney

**Also, present:** Clerk: Celia Price

**S:1020:01** **Election of a Chairman**

Cllr Verney was elected as Chairman for the Staffing Committee for the municipal year ending May 2021. Proposed Cllr Harber, seconded Cllr Allen and agreed by all.

**S:1020:02 Apologies for absence**

There were none.

**S:1020:03 Declaration of Councillors personal or prejudicial interest**

The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).

**S:1020:04 Minutes**

The minutes of the meeting 19th November 2019 were approved as a true record. Proposed by Cllr Harber , seconded Cllr Birnstingl and agreed by all. The Chairman will sign the minutes as soon as is practical.

**S:1020:05 Public Adjournment**

None present.

**S:1020:06 Terms of Reference**

Terms of reference as agreed in 2019 were circulated prior to the meeting. There were no amendments and it was resolved to present these to full council for adoption.

**S:1020:07 Staff Appraisals**

Model documents from SLCC and NALC were circulated prior to the meeting. It was resolved that Cllr Verney and Cllr Birnstingl will review the process with the Clerk as a matter of urgency.

A meeting of the Staffing Committee will be arranged following the Clerk’s appraisal.

**S:1020:08 Matters Raised by Councillors**

Cllr Harber noted that it was disappointing the staff appraisal process has not been implemented following the meeting on 19th November 2019. All agreed.

Cllr Allen suggested a schedule of standard items for agendas so policies and procedures are reviewed regularly and in accordance with the Terms of Reference. All agreed.

There being no other business the meeting concluded at 8:30pm

Minutes Signed By: Date: