



**Minutes of the Virtual Meeting of the Working Practices Committee
Wednesday 17 March 2021
7.30pm**

Present via ZOOM: Cllrs Mary Wild (Chair), Paul Berry, Sandy Duck, Dave Homer, Roy Margetts and Doug Waller.

In attendance via ZOOM:
G Burt, Clerk to the Council

01/21 Chairman's Announcements.

The Chairman:

- a) Reminded Members that the meeting was being broadcast on the internet.
- b) Asked Members to raise their orange voting cards if they wished to speak.

02/21 Apologies.

None

03/21 To Receive Declarations of Interest and Notification of Changes to Members' Interests.

Cllr Paul Berry declared a personal and prejudicial interest in Min 07/21 as his wife is an employee of the Council.

04/21 Public Session.

The public had been offered the opportunity to either join the meeting to ask a question or have the Clerk read out a question submitted in advance. No such requests or questions had been received.

05/21 Minutes of the Working Practices Committee on 4 November 2020.

On the proposal of Cllr Mary Wild, seconded by Cllr Doug Waller, **RESOLVED** that the minutes be approved and signed accordingly by the Chairman.

06/21 Matters Arising.

None.

Cllr Berry left the meeting.

07/21 To consider the attached ACAS Disciplinary Procedures for Employees, (deferred from last meeting).

Members considered that the ACAS model circulated by the Clerk was ambiguous and required further consideration. The Clerk suggested that as the Council would be employing Ellis Whittam from 1st April to advise on HR and H&S matters, we might wait

and ask for their advice. On the proposal of Cllr Mary Wild, seconded by Cllr Sandy Duck, **DEFER** consideration pending the advice of Ellis Whittam.

Cllr Berry rejoined the meeting.

08/21 To receive the report of the External Auditor following a complaint and consider remedies, referred from Council 3rd March 2021, Min. 34/21 refers.

The External Auditor had recommended the Council review its protocols and policies following a complaint made to them by a resident.

On the proposal of Cllr Mary Wild, seconded by Cllr Doug Waller, **RESOLVED** the

1. Addition of the following to the Council's Grants Policy.

The Council is willing to signpost organisations to various funding sources, but cannot assist with, complete or submit applications for funds on behalf of any third party.

2. New Representatives on outside Organisations Policy

The Council is often asked to nominate representatives on outside organisations, where the Council has an interest, for example, the Council is the freeholder, or a significant financial contributor. Because guidance is quite specific in that any member of a management committee, however formalised, must take decisions in the best interest of that organisation, and not necessarily in the interest of the organisation they may have been appointed by, that representative should not take part in any resulting votes of that organisation, and not hold any office within that organisation e.g. Secretary, Treasurer, formal trustee etc.

09/21 Any other Matters for information only.

None.

10/21 Date of Next Meeting: Wednesday 19 May 2021.

11/21 Exclusion of Press & Public.

On the proposal of Cllr Mary Wild, seconded by Cllr Sandy Duck, **RESOLVED** that in view of the confidential nature of the business about to be transacted (staffing), the press and public be temporarily excluded and they are instructed to withdraw.

12/21 Staff Appraisals.

On the proposal of Cllr Mary Wild, seconded by Cllr Sandy Duck, **RESOLVED** that due to a combination of furlough, long term sickness and working from home, staff appraisals for 2020/21 not be undertaken.

13/21 2021-22 Pay Award.

It was reported that there was nothing to report on any cost of living pay award for 2021-22. **NOTED.**

14/21 Furlough of Staff.

The Clerk provided details of various ongoing staff furlough. NOTED.

15/21 Additional Litter Warden Hours.

The Clerk had shared details of proposed additional hours for the two existing members of the Litter Warden team, together with the new third member. These had been included in the budget for 2021-22. On the proposal of Cllr Mary Wild, seconded by Cllr Sandy Duck, **RESOLVED** that the revised hours and rates be agreed.

Meeting closed at 7.44pm.

Chairman

Date