



*Staffing Committee Meeting held on  
Monday 28<sup>th</sup> September 2020 at 7pm  
Via Zoom*

*Local Authorities have been handed new powers  
to held meetings virtually by using video or telephone*

## MINUTES

### Present by Video link:

Councillor P Hall (Chairman)  
Councillor P Stevenson  
Councillor Q Somerset  
Councillor T Tucker

J Hopkins (Clerk)

1.	<b>Apologies and absence</b> (all members, clerk and members of the public will be in attendance for the purposes of 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' if they are in remote attendance) There were no apologies.
2.	<b>To receive declarations of interests and consider requests for dispensations</b> There were none.
3.	<b>To approve the Minutes of the last meeting held on Monday 29<sup>th</sup> June 2020</b> It was noted that the minutes have already been approved at the Full Council Meeting on Monday 17 <sup>th</sup> August 2020.
4.	<b>To note the National Salary Award 2020/21 - see attached</b> It was noted that the National Joint Council for Local Government Services has agreed the new pay scales for 2020/21, to be implemented from 1 <sup>st</sup> April 2020.
5.	<b>To discuss the staffing budget/precept for 2021/22</b> To budget was discussed and resolved.
6.	<b>To set a date for the Town Clerks Appraisal</b> It was agreed that the Town Clerks Appraisal will be held on Tuesday 20 <sup>th</sup> October at 1pm with Cllr Hall.
7.	<b>Policy Review</b> <b>The following policies were approved:</b> <ul style="list-style-type: none"><li>• Disciplinary Policy-It was agreed to use the NALC template adapted for BTC.</li><li>• Equality &amp; Diversity Policy-It was agreed to use the NALC template adapted for BTC</li><li>• Lone Working-It was agreed to adopt draft version 2.</li></ul>

	<ul style="list-style-type: none"> <li>• Media-It was agreed the policy was still fit for purpose.</li> <li>• Social Media-It was agreed that the draft policy be approved.</li> <li>• Publication Scheme-It was agreed to adopt the adapted version.</li> </ul> <p><b>The following was also agreed:</b></p> <ul style="list-style-type: none"> <li>• The Clerk to complete a Lone Workers Risk Assessment</li> <li>• To consider a Co-Option Policy-Clerk to action and bring to the next meeting</li> <li>• Social Media-the use of social media was discussed and it was agreed that all Councillors must make sure that they are adhering to the policy at all times</li> </ul>
8.	<p><b>Date of next meeting</b> To be arranged</p>