



PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

*Staffing Committee Meeting held on  
Monday 29<sup>th</sup> June 2020 at 7pm  
Via Zoom*

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

**MINUTES (for website)**

**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 none.
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 13<sup>th</sup> January 2020</b> The minutes have already been approved at the Full Council Meeting on Monday 18 <sup>th</sup> May 2020. This was <b>noted</b> .
4.	<b>To note the reduction in the Local Government Pension Scheme employer contributions following the 2019 formal valuation of the fund</b> It was duly <b>noted</b> that the employer contribution has reduced from 24.8% to 23.6%.
5.	<b>Ill health pension strain insurance arrangements</b> It was duly <b>noted</b> that a blanket insurance policy has been taken out by the Local Government Pension Gloucestershire Fund to cover Town Councils from 1 <sup>st</sup> April 2020.
6.	<b>To confirm decisions made by email during Covid-19</b> It was <b>resolved</b> to carry out this item of business in committee and to exclude the press and public due to the confidential nature of the business. There was no press or public at this meeting. The decision was discussed.

7.	<p><b>Salary Review – Confidential</b></p> <p>It was <b>resolved</b> to carry out this item of business in committee and to exclude the press and public due to the confidential nature of the business. There was no press or public at this meeting.</p> <p>The staff salary review was discussed.</p>
8.	<p><b>Policy Review</b></p> <p>The following policies were reviewed and it was <b>resolved</b> to adopt them:</p> <ul style="list-style-type: none"> <li>• Bullying &amp; Dignity at Work</li> <li>• CCTV</li> <li>• Charging Policy</li> <li>• Code of Conduct</li> <li>• Complaints Procedure (new)</li> <li>• GDPR General Privacy Notice</li> <li>• GDPR Privacy Notice for staff, councillors and role holders</li> <li>• Financial Regulations</li> <li>• Grants Policy, application form and monitoring form</li> <li>• Standing Orders</li> <li>• Financial Risk Register</li> </ul> <p>The following policies are still under review:</p> <ul style="list-style-type: none"> <li>• Disciplinary Policy</li> <li>• Equal Opportunities</li> <li>• Lone Working</li> <li>• Media &amp; Social Media Policy</li> <li>• Publication Scheme</li> </ul>
9.	<p><b>Date of next meeting</b></p> <p>To be arranged.</p>