



## 6. Reports

### 6.1 Staff 1:1 format

The report previously circulated was discussed, whereupon it was

#### **RESOLVED:**

- **TO ACCEPT THE REVISED FORMAT AND MEETINGS SCHEDULE**
- **THAT PENDING THE APPOINTMENT OF A CLERK THE PROJECTS OFFICER WOULD UNDERTAKE 1:1 MEETINGS WITH STAFF AND THE LOCUM CLERK TO MEET 1:1 WITH THE PROJECTS OFFICER**

### 6.2 Staff Appraisals

Following a detailed discussion of the report previously circulated, it was

#### **RESOLVED**

- **THAT THE APPRAISAL PROCESS FOR 2018 SHOULD BE COMPLETED**
- **THE REPORTS TO BE TYPED BY THE PROJECTS OFFICER FOR SIGNATURE BY THE EMPLOYEE AND THE LOCUM CLERK OR THE NEW CLERK ONCE APPOINTED**
- **A NEW FORMAT FOR 2019 TO BE PREPARED AND PRESENTED TO THE COMMITTEE FOR AGREEMENT**
- **TO DECLINE THE REQUEST FOR A REWARDS BASED SYSTEM AGAINST OBJECTIVE ACHIEVEMENT WITH THE INSTRUCTION THAT THIS REQUEST SHOULD NOT BE BROUGHT TO THIS COMMITTEE OR COUNCIL AGAIN. CERTIFICATES TO RECOGNISE LONG SERVICE MAY BE CONSIDERED.**

### 6.3 Lone Working Review

Following discussion of the report and recommendations previously circulated, it was

#### **RESOLVED**

- **THAT THE PROJECTS OFFICER SHOULD RESEARCH EXAMPLES OF STATEMENT, POLICY & RISK ASSESSMENT AND CREATE APPROPRIATE DOCUMENTS FOR APPROVAL BY THE STAFFING COMMITTEE**
- **FOLLOWING APPROVAL OF DOCUMENTS STAFF TO BE CONSULTED ON THE STATEMENT, POLICY AND RISK ASSESSMENTS FOR VIEWS AND EASE OF USE**
- **THE NEW CLERK TO BE MADE AWARE OF THE NEED TO BE CONTACTABLE IN CASE OF EMERGENCY**

### 6.4 Zero Tolerance Policy Review

Following discussion of the report and recommendations previously circulated, it was

#### **RESOLVED**

- **TO REVIEW THE ZERO TOLERANCE POLICY**
- **TO CONSULT STAFF ON THE REVISED POLICY**

**7. Resolution to Exclude the Press & Public**

It was unanimously

**RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS & PUBLIC FOR THE DURATION OF THE FOLLOWING ITEM IN VIEW OF THE CONFIDENTIAL AND PERSONAL NATURE OF THE BUSINESS TO BE TRANSACTED, SUCH DISCUSSION TO TAKE PLACE AFTER THE ITEM THAT CONFIRMS DETAILS OF THE NEXT MEETING**

**7. Exchange of Information**

The meeting was advised of the results of the Best Kept Allotment Competition and the Scarecrow Competition. A voucher to be give to Stepping Stones as a “thank you” for judging the Allotments Competition.

A SNAP (Safer Neighbourhood Action Panel) meeting was proposed for 17 July. It was likely that the Police would withdraw administrative support.

Cllr King gave information on the Early Help Hub

Cllr Johnson - Community Land Trust Meeting

No alterations to hedge cutting schedules for the present time.

**8. Date, Time and Venue of next meeting**

The date of the next meeting to be agreed.

**The meeting withdrew into Committee during discussion of the following items related to staffing matters**

Clerk Vacancy

The advertisement had been placed locally and nationally with a closing date for applications of 26 July. The Locum Clerk was dealing with the administration of the process.

Extension of Agency Contract

It was too premature to make a decision at this time having regard to other issues that may arise in the near future. It was

**RESOLVED THAT UPDATES BE PROVIDED FOR EACH STAFFING COMMITTEE MEETING**

Sunday Opening of Community Centre

The report previously circulated was discussed in detail and in conjunction with the recent approval for the purchase of a Body Worn Camera. It was

**RESOLVED TO CONSIDER THE WAY FORWARD FOLLOWING ASSESSEMENT OF THE EFFECTIVENESS OF THE BODY WORN CAMERA THREE MONTHS AFTER ITS INTRODUCTION**

The Meeting closed at 8.20p.m.