

Minutes of the meeting of the Staffing Committee of Corby Town Council held on **21st March 2023 at 5.15pm** at Corby Town Council Office, Corby Cube , Corby, NN17 1QG.

PRESENT:

Cllr M Keane (Chair) Cllr M Pengelly
Cllr M Reuby Cllr Leanne Buckingham (arr 17.25)
Cllr S Rielly

Also present: F Ryan (Town Clerk)

458/22 APOLOGIES FOR ABSENCE

None received.

459/22 TO RESOLVE TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was **RESOLVED** that in view of the confidential nature of the business to be transacted the duration of the meeting be considered in private and press and public be excluded in accordance with Section 1(2) of the Public Bodies (Admission to Meetings Act 1960).

460/22 MINUTES

It was **RESOLVED** to approve the minutes of the meeting held 24th February 2023 and these were signed by the Chair.

461/22 ASSESSMENT OF THE EXISTING STAFF STRUCTURE

The assessment of roles from existing officers and the recommendations in the confidential report numbered HR221006 was received. After discussion and consideration it was **RESOLVED** to implement points 1 & 2 and adopt the report in full.

462/22 OFFICE MANAGEMENT PLAN

A proposed office management plan incorporating preferred methods of communication had been circulated and would be reviewed once the new staff member was in place.

463/22 POLICIES :

It was **RESOLVED** to adopt the following policies :

- Time off in lieu policy
- Bullying and Harassment Policy

It was **RESOLVED** to review and adopt the following policies :

- Disciplinary procedure

- Home working policy
- Expenses policy
- Equal opportunities policy
- Grievance policy
- Sickness policy
- Health & Safety Policy to incorporate Lone working and hereinafter known as 'Health & Safety & Lone Working Policy '

464/22 DATE OF NEXT MEETING - TBC

DRAFT