

Wheatley Parish Council Staffing Committee

Minutes Friday 3rd July 2020

Present: Cllrs P Gregory (PG), R Harding (RH), D Lamont (DL), A Sercombe (AS), P Willmott (PW) and Michelle Legg (Clerk)

No Item

1. **ELECTION OF CHAIR** – Cllr Harding was elected as chair of the staffing committee
 2. **ELECTION OF VICE CHAIR** – Cllr Sercombe was elected as vice chair
 3. **APOLOGIES** - none
 4. **DECLARATION OF INTERESTS** - none
 5. **TO RECEIVE MINUTES and ACTIONS from** Parish Council Staffing Committee meeting on 12th March 2020 – previously circulated. These were signed, by the chair as a true record of the meeting.
 6. **STAFF SAFETY FOLLOWING COVID-19**
Clerk to check that the council meet the requirements for a COVIDⁱ-19 safe working environment and to identify any items that may need to be purchased.

The public were excluded from the meeting at this point due to the nature of the discussion.
 8. **LEARNING & DEVELOPMENT** *This item was taken out of order before meeting was closed to the public.*
Ast Clerk has begun to complete ILCA, two councillors have been booked on virtual sessions with OALC, others have been reminded on the opportunities available.
Clerk and Chair to attend training on play area inspections once this becomes available.

The meeting was closed to the public due to the content being of a personal nature
 7. **TO DISCUSS STAFF SICKNESS AND CONTRACTUAL OBLIGATIONS**
The committee discussed the situation and agreed a number of steps in order to address the council's concerns and issues. Councillors and officers will report back to the committee and council on progress, before taking any further action.
 9. **CORRESPONDENCE** - none
 10. **ITEMS FOR INFORMATION** - none
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