

**Minutes of the Staffing Committee held on 7th April 2022 in the Council Office,
Haxby Memorial Hall at 9.30am.**

PRESENT: Cllr M Guilford (Chairman) Cllr M Preston
 Cllr I Craven

Louanna Winch – Town Clerk

1. To receive apologies for absence

None

2. To approve reasons for absence

None

3. To select a minute taker

Cllr M Preston

4. Disclosures of interest

None

5. Resolved to confirm and sign the minutes of the Staffing Committee meeting held on 12th January 2022 and the 24th of March 2022 as a true and accurate record.

6. Exclusion of members of the Press and Public

Resolved to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the nature of the following business to be transacted in relation to being prejudicial to the public interest.

7. To consider matters relating to staffing levels and vacancies

Resolved to authorise that the Clerk sends out offer letters of employment to the Administrative Officer and Street Cleaner / Groundsman.

8. To consider staff review and appraisal

Chairman noted that due to current circumstances, to avoid any potential conflict of interest, the appraisal was agreed to progress with the committee as a whole, not on a 1 to 1 basis.

The Clerk stated that she disagreed with this action and believed there was a conflict of interest of Cllr Guilford, due to the outstanding complaint against him from the Clerk currently being investigated by the City of York Standards Committee.

Section 1 - Responses made by LW in answer to questions within the document relating to key competencies/performance since being in-post.

Section 2 – Review Notes made by the committee within the document relating to a series of points on key competencies/performance during time in-post.

9. To receive staff feedback and consider necessary actions

LW provided due feedback relating to various items and issues. Felt her position as a Legal Adviser was not always appropriately considered. Always works diligently, often extra hours due to caring about HTC. Wants to ensure the Council drastically improves in all legal, structural procedures/processes to function efficiently and smoothly for the community of Haxby. New staff will greatly help.

Committee noted, gave thanks for all hard work, significant efforts for improvements throughout a very challenging first period in office to date. Series of agreed objectives added within a summary section of the document.

Wished to offer support as appropriate, maintain awareness of difficulties, particularly by means of a 60-day review on progress made.

10. To notify the Clerk of any items for future agenda

60-day appraisal review of the Clerk.

11. Next meeting date

The next meeting of the Staffing Committee will be in the 3rd week of June 2022.

The meeting closed at 11.55 am.

Chairman.....