



**MINUTES OF THE STAFFING COMMITTEE MEETING OF THE PARISH COUNCIL
HELD IN THE DAVID MYHILL ROOM, YAXHAM VILLAGE HALL
AT 6.00PM on 28th JUNE 2018**

Present Cllrs. Lowings (Chairman), Crummett, Goldsmith, and Martin.

In Attendance Mrs M Eversfield (Clerk and RFO).

- 1) Chairman's opening remarks.** The Chairman read out a letter of resignation from the Clerk who gives one month's notice and will work until 31st July 2018.
- 2) To receive and accept apologies for absence.** There were none.
- 3) To receive declarations of interest and consider any requests for dispensations.** There were none.
- 4) To consider adoption of the following policies: -**
 - **Dignity at Work, Bullying and Harassment.** Approved with the following minor amendment to add the following sentence to the 1.2 Definition of Bullying:
"Legitimate, reasonable and constructive criticism of a worker's performance or behaviour, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own."
 - **Disability Discrimination.** Approved.
 - **Disciplinary and Grievance.** Approved.
 - **Health and Safety.** Approved.
 - **Lone Working.** Approved.
 - **Recruitment.** Approved.
 - **Staff Training.** Approved.
- 5) To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item 5 on the grounds that it could involve the likely disclosure of private and confidential information.** AGREED.
- 6) To consider options for cover when Clerk is on maternity leave.** In light of the Clerk's letter of resignation it was AGREED that the Clerk puts together a recruitment pack and all possible options for her replacement for consideration at the next meeting.
- 7) To note items for the next meeting agenda and to note the date of next meeting as Thursday 26th July 2018 at 6.30pm.** Noted.

There being no other business the Chairman thanked all for attending and closed the meeting at 6.30pm.

Chairman 26th July 2018