

**Minutes of Uppingham Town Council Staffing Committee Meeting, held via Zoom, 6.30pm,  
Wednesday 15 July 2020 - DRAFT**

**Present:** Lucy Lewin (Chair), Miranda Jones, Mark Shaw, Alec Crombie, Lindsay Cooper, Ron Simpson, David Ainslie.

Town Clerk Debbie Bettles was also present.

Ron Simpson asked to be excused from the meeting at 7.00pm due to a prior meeting commitment. Agreed by all.

- SC20/001 1 – RE-OPENING OF THE TOWN HALL TO THE PUBLIC**  
Discussion ensued regarding re-opening the town hall to the public as the Covid-19 restrictions ease.
- SC20/002 2 - LOGISTICS AND STAFFING OF THE TOWN HALL DURING COVID 19**  
Discussion ensued regarding logistics and staffing of the town hall as the Covid-19 restrictions ease.
- SC20/003 3 - RISK ASSESSMENTS AND HEALTH AND SAFETY RESPONSIBILITIES FOR ALL ASPECTS OF THE TOWN HALL OPERATIONS**  
**Resolution:** It was proposed by David Ainslie, seconded by Mark Shaw and unanimously agreed that the Clerk work together with Lucy Lewin on a proposal and Risk Assessment to re-open the town hall, incorporating matters discussed relating to agenda items 1&2 and also agenda item 4.
- Note:** Cllr Ron Simpson left the meeting at 7.00pm.
- SC20/004 4 - CLERKS RESPONSIBILITIES WHILST DISTANCE WORKING**  
**Resolution:** It was proposed by David Ainslie, seconded by Lucy Lewin and unanimously agreed that the Clerk be tasked with identifying areas with which she requires Councillor assistance and refer to Full Council.
- SC20/005 5 - AGREE DATES FOR APPRAISALS FOR ALL UTC EMPLOYEES**  
**Resolution:** it was proposed by David Ainslie, seconded by Mark Shaw and unanimously agreed that the Clerk would advise the Committee of dates of employee appraisals in due course.
- SC20/006 6 - AGREE DATES AND PROCEDURE OF REGULAR SUPERVISIONS BETWEEN THE CLERK AND THE CHAIR OF STAFFING**  
**Resolution:** It was proposed by Alec Crombie, seconded by David Ainslie and unanimously agreed that regular supervisions / wellbeing meetings between the Clerk and Lucy Lewin as Chair of Staffing should occur on the basis of a minimum twice monthly.
- SC20/007 7 - PRIVATE SESSION**  
**Resolution:** It was proposed by Lucy Lewin, seconded by Alec Crombie and unanimously agreed to defer this matter to the next meeting of the Staffing Committee.

**The meeting closed at 7.30pm**