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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **01772 782461**email: [clerk@longridge-tc.gov.uk](http://h)website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of Staffing Committee held on 27th February 2023

Present: Cllr. R Walker

Cllr. L Jameson

 Cllr. E Baines

 Cllr. S Rainford

 Cllr. D Little

 Jessica Dibble (Town Clerk)

**Min 27/02/0011 To Appoint a Chairman**

Cllr. Robert Walker expressed interest as Chairman of the Staffing Committee. No other nominations were made by the committee members and no objections were received.

Proposer: Cllr. S Rainford

Seconder: Cllr. E Baines

**Min 27/02/0012 Appoint a Vice Chairman**

Cllr. Lee Jameson expressed interest as Vice Chairman of the Staffing Committee. No other nominations were made by the committee members and no objections were received.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Walker

**Min 27/02/0013 Receive Apologies**

None received.

**Min 27/02/0014 Declarations of Interests**

None Declared.

**Min 27/02/0015 Terms of Reference**

Cllr. S Rainford proposed that members take away the draft copy and add comments in preparation for the next meeting.

Proposer: Cllr. S Rainford

Seconder: Cllr. L Jameson

**Min 27/02/0016 Lone Working Policy**

Committee discussed the Lone Working Policy.

Clerk confirmed this was a templated document.

Cllr. S Rainford noted item 6 required amendments and Cllr. D Little noted that item 11 required amendments.

Committee agreed that this document should be shared via ‘Google Docs’ for amendment.

Cllr. R Walker proposed that the Staffing Committee should be the first committee to trial the use of shared documents for amendment on ‘Google Docs’.

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford

**Min 27/02/0017 Caretaker Role**

1. **Committee agreed** that the service specification was too open ended.

Committee agreed that this document should be shared via ‘Google Docs’ for amendment.

1. Cllr. S Rainford confirmed that Thursdays were more preferable for meetings and due to work commitments the joint meeting would need to be in the evening.

Clerk will therefore contact the Estates Committee with a proposed meeting date of 16th March 2023 at 7pm.

**Min 27/02/0018 Shared Mobile for Work Queries**

Committee agreed that the Clerk should seek quotes for a mobile phone contract to be used for work purposes.

Clerk is to share the quotes with the staffing committee ahead of its next meeting.

**Min 27/02/0019 Work from Home Request**

Clerk submitted a formal request to the Staffing Committee to work from home on the Wednesday of full council meetings.

**Committee agreed** to the proposal.

Proposer: Cllr. S Rainford

Seconder: Cllr. L Jameson

**Date of Next Meeting – Thursday 23rd March 2023 at 7pm.**