

# MINUTES OF A MEETING OF THE ESTABLISHMENT COMMITTEE HELD ON WEDNESDAY 14<sup>TH</sup> MARCH 2022 AT 7.00PM IN THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD.

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## Committee Members present:

A Cooper (Chairman), B Collier, Mrs M Cooper, S Hayes, Mrs J Hyde

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In the absence of a Clerk, the minutes were taken by Councillor Mrs Cooper.

### **8/22 APOLOGIES FOR ABSENCE**

Apologies for absence were given by Councillor Matthews.

### **9/22 DISCLOSURE OF MEMBERS INTERESTS ON MATTERS CONTAINED IN THE AGENDA AND REQUESTS FOR DISPENSATIONS**

Councillor Hayes declared an interest in the confidential agenda item, as he had been made aware of the grievance matter prior to receipt of the Statement of Grievance. There were no requests for dispensations. Members were reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

### **10/22 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES**

None present.

### **11/22 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS ARISING FOR INFORMATION**

Nothing to report.

### **12/22 EXCLUSION OF PRESS & PUBLIC**

The Chairman proposed that under section 3d of Standing Orders, the press and public, and non-committee members, are temporarily excluded whilst matters pertaining to confidential staffing matters are discussed and that they be instructed to withdraw from the meeting for the following agenda item only. **RESOLVED** by members.

### **13/22 STAFFING MATTER**

Having disclosed an interest in the subject matter Councillors Hayes left the meeting at this point.

The remaining committee members then went on to receive and consider a 'Statement of Grievance' dated 4<sup>th</sup> March 2022 and submitted by an employee of the Council to the Clerk on Monday 7<sup>th</sup> March 2022, also copied to the Chairman of the Establishment Committee.

It was **RESOLVED** that a letter be sent to the complainant (based on the advice received from SLCC Employment Advisor, paragraph 2-3) of the form –

Dear .....

We hereby acknowledge receipt of your Statement of Grievance received by the Town Council offices on Monday 7<sup>th</sup> March 2022 and subsequently considered by members of the Establishment Committee on Monday 14<sup>th</sup> March.

The members agreed that, in accordance with the Town Council Grievance Procedure you should be invited to attend a grievance meeting with the committee members, initial suggested dates being the evenings of 22,23,24 March depending on which suits you best. If none of these dates are convenient you have the right to postpone the meeting by up to five working days (Grievance Procedure 3.2 iv).

At this meeting you will have the opportunity to put forward your complaint, present any evidence and answer any questions that members may have. You may be accompanied by a fellow colleague or trade union representative.

At the conclusion of the meeting the Establishment Committee may adjourn the meeting to consider any evidence presented or to conduct further investigations. The committee will conduct any further investigations required, to hear from any witnesses or receive further evidence, you would not be present at this stage. Following this meeting an Investigation Report will be compiled and a decision be made by the Establishment Committee as to whether the grievance is upheld or not. The decision will be confirmed within five working days (Grievance Procedure 3.4).

We look forward to hearing from you as to the most convenient date for the meeting.

*Letter to be countersigned by both STC Clerk and Chair of Establishment Committee as recipients of the initial Statement of Grievance.*

At the conclusion of this item, the press and public and non-committee members were permitted to return to the meeting.

#### **14/22 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY**

Nothing to report.

There being no further business the meeting closed at 8.20pm

**MINUTES APPROVED (date):**

**SIGNED BY CHAIRMAN:**