**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Thursday 28th January 2021 (6.10pm) via Zoom

**PRESENT**

Cllr K Dalton (Chair)

Cllr B Dunn Cllr T Lucock

Cllr C Rose Cllr B Swann

 Cllr Y Graves Cllr F Martin

**In attendance:**

G Allen - Town Manager

**21. Apologies**

Cllr D Samuels

Cllr S Harvey

**22. Declarations of Interest**

None.

**23. Previous Minutes**

Agreed. The Town Manager advised that Policy and Finance minutes would be proofed and agreed at the committee before tabling at full Town Council meetings for approval.

**EXEMPT ITEMS**

**RESOLVED:-** *That under Section 100(A) of the Local Government Act 1972, the public be excluded for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of part 1 of Schedule 12A to the Act.*

**24. Staffing Report #1**

Councillors considered the report of the Town Manager which provided an update and recommendation on the probationary period of a Halewood Town Council employee.

It was **moved by Cllr. C. Rose** and **seconded by Cllr. B. Swann**

**RESOLVED:**

1. That the report be noted and,
2. That the recommendation of the Town Manager at 3.5 is approved.
3. To further review the Standing Orders in relation to the tabling of staff terms and conditions at council meetings.

**25. Staffing Report #2**

Councillors considered the report of the Town Manager which provided a progress report on an internal review of key roles at Halewood Town Council.

**It was moved by Cllr. B Swann** and **seconded by Cllr. C. Rose**

**RESOLVED:**

1. That the report be noted.
2. Approve the recommendations in the report.
3. The spending of up to £500.00 on HR support is approved.
4. A timetable is created to outline papers to be presented at TC meetings regarding the Admin Review.

Meeting closed at 6.36 pm

Signed ………………………. Date…………………….