

Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street,

Somerset BA16 0HA Tel. (01458) 440588

Email street.parish@street-pc.gov.uk Website [www.street-pc.gov.uk](http://www.street-pc.gov.uk)

27th June, 2019

PLEASE NOTE DATE, TIME, VENUE

Dear Sir/Madam,

You are summoned to attend a meeting of the Staffing Committee which

will be held in ROOM 6, CRISPIN COMMUNITY CENTRE, LEIGH ROAD,

Street on Tuesday, 2nd July 2019 for the purpose of transacting the business

specified in the following agenda. The meeting will commence at 5 p.m.

Yours faithfully,

L.A. Ruff, Clerk of the Council

AGENDA

1. ELECTION OF CHAIRMAN

To elect the Chairman for the ensuing year.

2. ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman for the ensuing year.

3. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

4. MINUTES

To approve as a correct record the minutes of the Committee meeting

held on 8th January, 2018 (attached).

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

6. NEW POST (Confidential report attached)

7. SICKNESS ABSENCE (Confidential report attached)

In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item nos. 6 and 7 as they involve confidential information on staffing matters.

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To: Councillors Axten, Carswell, D. Goater, Leafe, Shearer

- 1 -

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 8th January, 2018 at

4 p.m.

PRESENT: Councillor T. Rice (Chairman)

Councillors: V.A. Appleby and C. Axten

IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk

APOLOGIES: Councillors: A. Leafe – illness and N.M.Swift – at

another meeting – reasons accepted

1. MINUTES

The minutes of the meeting held on 8th March, 2017, copies of

which had been circulated, were approved as a correct record and

signed by the Chairman.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Rice declared an

other interest under Appendix B in any matters relating to the District

Council and stated that he would keep an open mind when

considering issues at either District or Parish level.

3. DATE OF NEXT MEETING

It was agreed that the next meeting of the Committee be held at 4 p.m.

on Monday 16th July to consider staff appraisals and review any

policies.

4. WORKING GROUPS

The Clerk submitted a confidential report which had been circulated to

each member. She was asked to supply members with a list of active

working groups.

RESOLVED TO RECOMMEND

A. that all working groups should be administered by the Clerk or

Assistant Clerk with the exception of those relating to the work of the

Neighbourhood Plan, Funding and Projects Officer which he would

continue to organise himself

- 2 -

B. that, subject to consultation with the Assistant Clerk, up to an

additional 3 hours a week overtime at the flat rate be paid to her for

attendance at evening meetings etc. and any hours above that be

given as time off in lieu – the Assistant Clerk would continue to be

contracted to work 20 hours a week.

5. NATIONAL PAY AWARD 2018 AND 2019

The Clerk submitted a confidential report which had been circulated to

members.

RESOLVED

that the report be noted including the estimated additional cost per

annum to the Council.

6. REVIEW OF POLICIES

The Clerk submitted a confidential report which had been circulated to

members. It was noted that the policies on flexible working, lone

working and whistleblowing did not need to be reviewed until 2019.

RESOLVED TO RECOMMEND

A. that the Disciplinary Policy be altered to substitute Parish Clerk for

Line Manager throughout and by the removal of the second sentence

of the first two paragraphs under Roles and Responsibilities – the new

Policy to be sent to members to check that they were happy with it

B. that a check be made to see if the Grievance Policy was the same

as the Policy recommended by the Somerset Association of Local

Councils and Parish Clerk to be changed to Line Manager

C. that the Local Government Pension Scheme Employer Discretions

Policy should remain unchanged.

7. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated to

members.

RESOLVED

that the report be noted.

The meeting ended at 4.45 p.m.

- 3 -

CONFIDENTIAL AGENDA ITEM NO: 6

To: Committee

From: Clerk

Subject: New Post

C O N F I D E N T I A L AGENDA ITEM NO: 7

To: Committee

From: Clerk

Subject: Sickness Absence

Since the last report on 23rd July, 2018 the sickness absence has been -

Tuesday 31st July 2018 L. Ruff – in at 9.15 am and left 1 pm – bug

Wednesday 1st August 2018 T. Litston – hospital visit about hand due to

Skateboarding accident 8.45 am to 10.15 am

Friday 23rd November 2018 L. Ruff – ear ache and head ache

Thursday 13th December 2018 L. Ruff – left at 1.30 pm as had bad cough for

and Friday 14th December 3 weeks so run down

Tuesday 26th February 2019 T. Litston - migraine

L.A. Ruff

Clerk

02.07.19