

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

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 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

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 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

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 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.

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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