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**Mrs L. A. Ruff**

**Clerk of the Council**

**6 Leigh Road**

**Street, Somerset**

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 18th May, 2022

 Dear Sir/Madam,

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

 on **Friday 27th May 2022** for the purpose of transacting the business specified in the

following agenda. The meeting will commence at **11 a.m.** and will be held in the

**Gravenchon Room, Street Parish Rooms**, 6 Leigh Road, Street.

 Yours faithfully,

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 L.A. Ruff

 Parish Clerk

 AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

2. MINUTES

 To receive the minutes of the Committee meeting held on 31st March 2021

(attached).

3. REVIEW OF STAFF – to consider future arrangements prior to 6th June when the

 new Deputy Clerk/RFO and Assistant Clerk – Community Engagement will start

 work with the Council – **Confidential** previous and current staff structures attached

4. SICKNESS ABSENCE – **Confidential** report attached for members

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.

3 and 4 as they involve confidential information on staffing matters.

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To: Councillors Birch, D. Goater, Napper, Shearer, Smith, Sparkes and Wolfers

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 STREET PARISH COUNCIL

 Meeting of the Staffing Committee held on 31st March, 2021 at

7.05 p.m.

 PRESENT: Councillor H. Shearer (Chair)

 Councillors: S. Carswell, D. Goater, D. Knibbs,

 A. Leafe, T.W.E. Napper and N. Smith

 IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk

1. ELECTION OF CHAIR

 RESOLVED

 that Councillor Shearer be elected Chair of the Committee until the

annual meeting in May.

2. ELECTION OF VICE-CHAIR

 RESOLVED

 that Councillor Leafe be elected Vice-Chair of the Committee until the

 annual meeting in May.

3. MINUTES

 The minutes of the meeting held on 2nd July, 2019, copies of which had

 been circulated, were approved as a correct record and arrangements

would be made for them to be signed by the Chair in accordance with

current guidance.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

 No declarations of interest were made.

5. SICKNESS ABSENCE

 It was noted that there had been no sickness absence during 2020/21.

6. LIBRARY STAFF

 It was not necessary to exclude the press and public as none were

present. Councillor Leafe gave details of an email he had recently

received from the Friends of Street Library concerning the Library staff.

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It was agreed that the Clerk would send out an email to councillors the

following day asking for 2 members involved in drawing up the

Community Library Partnership agreement and 2 new members to look

at responsibilities in terms of the agreement. It was felt that in future

issues relating to the Library staff should be dealt with by the

Committee as the Council was contributing more than 50% of the

salary costs for the 2 members of staff. The Library staff were

employed by Somerset County Council.

7. STAFF PERFORMANCE REVIEWS

 The Clerk submitted a confidential report which had been circulated to

 members. She gave an overview of the work of the Committee and of

 staff for the benefit of new councillors in particular. The Chair

 explained that the review process was robust. The wide ranging nature

 of the Council’s work was acknowledged. It was felt that having online

 meetings had strengthened local democracy.

 It was noted that at present remote meetings would no longer be

 permitted from 7th May with voting only in person at a meeting. Legal

 challenges had been made to this and there might be a change in the

 rules before the date. The County and District Councils were preparing

 to change their meetings. The annual meeting of the District Council

 would be before 7th May. Delegated powers could be agreed and/or

 possibly smaller numbers attending meetings. The Clerk would

 monitor the situation.

 RESOLVED

 A. that Councillor Goater would approach Strode College to find out

about the process to employ an apprentice when staff were working in

the office again and report back to the Clerk

B. that the Committee would meet more regularly to evidence work

carried out during the year – the Council to be realistic about what

could be achieved when agreeing the 5 year plan.

 RESOLVED TO RECOMMEND

 A. that from 1st April 2021 the Clerk and Assistant Clerk be awarded

 a salary increase of 1% in line with the wider public sector

 B. that from 1st April 2021 the ACPO be placed on spinal column

 point 19 in recognition of his contribution to the work of the Council.

 The meeting ended at 8 p.m.

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