

Miss Z.L.Leach
Acting Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



T 01458 440 588 E street.parish@street-pc.gov.uk W street-pc.gov.uk

23 June 2023 PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend a meeting of the Staffing Committee which will be held on **WEDNESDAY 28 JUNE 2023 at 12.45 p.m. in the Gravenchon Room, Street Parish Rooms, 6 Leigh Road, Street** for the purpose of transacting the business specified in the following agenda.

Yours faithfully,

Z.L.Leach Acting Clerk of the Council

AGENDA

1. CONFIRMATION THAT A QUORATE IS PRESENT
2. APOLOGIES FOR ABSENCE
3. APPOINTMENT OF CHAIR OF THE STAFFING COMMITTEE
To elect the Chair for the year
4. APPOINTMENT OF VICE-CHAIR OF THE STAFFING COMMITTEE
To elect the Vice-Chair for the year
5. MINUTES
To receive the minutes of the Committee meeting held on 7th February 2023
(attached) **Pages 3-4**
6. STAFFING POLICIES
To receive the report of the Clerk (attached) **Page 5**
7. STAFF PLANNING
Confidential report attached for Members only **Page 6**
8. STAFF TRAINING AND DEVELOPMENT
To receive a verbal update on the progress of the CILCA qualification for both the Acting Clerk/RFO and the Acting Deputy Clerk/RFO and put in place appropriate steps to aid the completion of the training.
9. SICKNESS ABSENCE.
Confidential report attached for Members only **Page 7**
10. DATE OF NEXT MEETING

To: Councillors D. Goater, N. Howiantz, B. Knickerbocker, H. Shearer, A. Sparkes and L. Wolfers
Quorum: one half of Members on committee.

Councillor T.W.E Napper – Council to appoint to Committee on 18th July 2023

STREET PARISH COUNCIL

Meeting of the Staffing Committee held on 7th February, 2023 at 2 p.m.

PRESENT: Councillor A. Sparkes (Chair)
Councillors: P. Birch, H. Shearer and L. Wolfers
IN ATTENDANCE: Mrs. L. Ruff – Parish Clerk

PRESENT BY
INVITATION: Councillor B. Knickerbocker

APOLOGIES: Councillors: D. Goater and T.W.E. Napper – illness
and another engagement – reasons accepted

8. MINUTES

The minutes of the meeting held on 30th November, 2022, copies of which had been circulated, were approved as a correct record and signed by the Chair. It was not necessary to exclude the public and press for the following items as none were present.

9. STAFF PLANNING

The Clerk submitted a confidential report which had been circulated.

RESOLVED

- A. that the vacancy for the Clerk/RFO be readvertised at the end of May including a clear plan for the next year or more as part of the application pack
- B. that support from a clerk be given to the Acting Clerk/RFO as needed
- C. that the draft Code of Practice for Employment of Young Persons circulated at the meeting be considered together with whether to have an apprentice or work experience placement after 2023

RESOLVED TO RECOMMEND

- A. that Z. Leach be appointed as Acting Clerk/RFO from April to June 2023 on SCP 36 during the temporary period and that a letter be sent to her confirming these details
- B. that D. Price be appointed as Acting Deputy Clerk from April to June 2023 on SCP 27 during the temporary period and that a letter be sent to her confirming these details

C. that a temporary worker be engaged from April to June with the same arrangements as previously.

10. RETIREMENT OF CLERK/RFO

The Clerk submitted a confidential report which had been circulated.

RESOLVED TO RECOMMEND

A. that the Acting Clerk/RFO be authorised to complete and submit the Employer Key Decisions form stating that the Council within its discretions policy had not elected to do any of the 3 options listed

B. that the gratuity payment of £2,295 as held in earmarked reserves be paid to the Clerk upon her retirement for 11 years service between 1989 and 2000 and advice be sought on whether PAYE, National Insurance and pension contributions would be payable

C. that the Clerk's laptop be wiped and this with the monitor, keyboard, mouse and wrist rest be written off as the items were 5 years old – these to be retained by the Clerk and the printer and ink cartridges to be returned to the Council

D. that a new laptop, keyboard, mouse and printer be purchased for the Assistant Clerk and her existing laptop be wiped and written off as it was 4 years old and faulty

E. that Councillor Sparkes be asked to draft an IT policy including provision for regular reviews and, portable equipment be trialled to enable hybrid meetings to take place and the streaming of meetings.

7. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated.

RESOLVED

that the report be noted.

The meeting ended at 3 p.m.

CONFIDENTIAL

To: Staffing Committee
From: Acting Clerk/RFO
Subject: Staffing Policies

It was previously agreed that the staffing committee policies due for review in January 2023 would be deferred to the appointment of the new Clerk who would be best placed to review them. As this appointment has not yet taken place the review of these policies remains outstanding and Members are asked to consider how they would like to proceed. The policies that are due for review are listed below:

Disciplinary Procedure
Grievance Procedure
Capability Procedure
Flexible Working Policy
Lone Working Policy
Whistleblowing Policy
Annual Leave Policy
Sickness Absence Policy
Training and Development Policy

Z L Leach
Acting Clerk/RFO
23.06.23