

Miss Z.L.Leach
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5 July 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 **MONDAY 10 JULY 2023 at 9am 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 QUORUM IS PRESENT
2. APOLOGIES FOR ABSENCE
3. MINUTES
To receive the minutes of the Committee meeting held on 28th June 2023 (attached)
Pages 3-5
4. MATTERS ARISING

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. 5, 6 and 7 as they involve confidential information on staffing matters.

5. CLERK APPLICATION PACK (**confidential report attached**)

Members are asked to review the draft application pack for recommendation to Full Council.
6. UPDATE FROM ACTING DEPUTY CLERK (**confidential item**)
To receive feedback from the Acting Deputy Clerk on experience in the role and future professional development
7. ANNUAL STAFF APPRAISAL
Members are asked to consider the process for annual staff appraisal
8. 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 28th June, 2023 at 1pm

PRESENT: Councillor A. Sparkes (Chair)
Councillors: D.Goater, N.Howiantz, B.Knickerbocker, H.Shearer
and L. Wolfers

IN ATTENDANCE: Miss Z. Leach – Acting Parish Clerk

APOLOGIES: Miss D.Price – Acting Deputy Clerk
– reasons accepted

1. QUORUM

It was established that the meeting was quorate.

2. APOLOGIES FOR ABSENCE

Apologies were received from the Acting Deputy Clerk and these were accepted.

3. APPOINTMENT OF CHAIR OF THE STAFFING COMMITTEE

RESOLVED

that Councillor Sparks be appointed Chair of the Staffing Committee for the ensuing year.

4. APPOINTMENT OF VICE-CHAIR OF THE STAFFING COMMITTEE

RESOLVED

that Councillor D.Goater be appointed Vice-Chair of the Staffing Committee for the ensuing year.

5. MINUTES

The minutes of the meeting held on 7th February 2023, copies of which had been circulated were approved as a correct record and signed by the Chair.

6. STAFFING POLICIES

The Acting Clerk submitted a report which had been circulated

RESOLVED

that the Acting Clerk and Councillor Sparkes will review the following staffing policies:

Disciplinary Procedures

Grievance Procedure

Capability Procedure

Flexible Working Policy

Lone Working Policy

Whistleblowing Policy

Annual Leave Policy
Sickness Absence Policy
Training and Development Policy

It was not necessary to exclude the public and press for the next item as none were present.

7. STAFF PLANNING

The Acting Clerk submitted a confidential report which had been circulated. The committee acknowledged that the current staffing level is not sufficient but is not yet sure what additional roles would be required – the upcoming priorities and strategy setting session should help define these.

RESOLVED

- A. that the Acting Clerk/RFO and Acting Deputy Clerk will continue in these roles on a temporary basis until the new Clerk is appointed.
- B. the Acting Deputy Clerk/RFO will research Clerks' roles that have been advertised locally with salaries and bring to the next meeting
- C. that the Staffing Committee will meet at 9am on 10th July to review the draft Clerk application pack prior to the Full Council meeting on 18th July.
- D. that the Chair of Council and the Chair of Staffing meet with the Acting Clerk/RFO and Acting Deputy Clerk on a monthly basis in a supportive capacity. The Acting Clerk/RFO will circulate proposed dates for these meetings
- E. that following the priorities and strategy setting session officers will work with the Chair of Council and Chair of Staffing to devise an annual work calendar to highlight busy times in the office for Councillors to be aware of and to consider bringing in an extra temporary officer during peak times

RESOLVED TO RECOMMEND

- A. that the Clerk/RFO role is split into two separate roles
- B. that the current Acting Clerk/RFO takes on the responsibility for the role of Responsible Financial Officer and consideration is given to additional remuneration for this responsibility.
- C. that the role of Clerk is advertised following completion of the strategy/priorities training session where the priorities and long term plan are identified for inclusion within the application pack
- D. that the deadline for receipt of applications is at the end August 2023 with a view to recruiting as soon as possible after this date.

E. that the current temporary worker be employed on a month by month basis and that the Council agree to the employment of a temporary worker for at least a further 6 month period.

8. STAFF TRAINING AND DEVELOPMENT

The Acting Clerk/RFO gave an update on progress towards the CILCA qualification which has been hindered by work demands placed on both officers particularly since the retirement of the Clerk in March.

RESOLVED

that the Officers will undertake additional protected time during office hours to catch up on lost study time where feasible.

9. SICKNESS ABSENCE

The Clerk submitted a confidential report which had been circulated

RESOLVED

that the report be noted

10. DATE OF NEXT MEETING

10TH July at 9am