

Ms Jenny Service
Clerk of the Council
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To Councillors: Neil Howiantz, Bryan Knickerbocker, Terry Napper, Heather Shearer, Adrian Sparkes and Laura Wolfers.

Members are reminded of their duty under the Code of Conduct:
The seven principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

You are summoned to attend a meeting of the **Staffing Committee** to be held in **Room 23, Crispin Community Centre**, Leigh Road, Street at **10.00am on Tuesday 27th February 2024**.
The business to be transacted is set out in the agenda below.

**** Members are reminded that the council has a general duty to consider the following matters in exercise of any of its functions: equal opportunities, crime and disorder, health and safety, human rights, and biodiversity. ****

Yours Sincerely,

Jenny Service

Clerk to Street Parish Council

Date: 22th January 2024

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted unless the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest.

PUBLIC PARTICIPATION SESSION

Before the Committee meeting begins there will be a public participation session.

Public Question Time

Parishioners are invited to direct questions or comments to the Committee Chair who will invite each person to speak for up to 3 minutes on any subject/s of concern. Please note that the Council is unable to make formal decisions under this item. Members of the public are requested to raise any matter during public question time as the rest of the meeting is not open to public participation (providing that prior notice has been given by noon on the day of the meeting to email: street.parish@street-pc.gov.uk or telephone: 01458 440588).

AGENDA

1. Apologies for absence

To receive and accept apologies for absence. *LGA 1972 s85(1)*

2. Declarations of Interests and Grant of Dispensations

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

Note: this does not preclude any later declarations.

3. Confirmation of minutes

RECOMMENDED: That the minutes of the Staffing Committee meeting held on 17th January 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair. *LGA 1972, Schedule 12, paragraph 41(1)*

4. Membership

- i. To REVIEW membership (current members - five, absolute members - six).
- ii. To CONSIDER appointment of the Vice Chair to the Staffing Committee.

5. Staffing Committee Terms of Reference

To NOTE the approval by full council of the Staffing Committee Review Terms of Reference.

Confidential Items

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 and 6 as they involve confidential information on staffing matters.

6. Clerk's Report

To RECEIVE a short verbal update from the Clerk on HR/Staffing related matters.

7. Sickness Absence

To RECEIVE a verbal update from the Clerk on Sickness Absence.

8. Temporary to Permanent contract for Admin Officer

To receive an UPDATE from the Clerk and AGREE next steps.

9. Annual Pay Scale Award

Spinal pay scale increase is due 1 April 2024 (subject to satisfactory performance).

10. Flexible Working Arrangements

To RECEIVE a report from the Clerk and RESOLVE that.

11. Annual Appraisals Process

To RECEIVE feedback from the Clerk following Annual Appraisals.

12. Policies

To CONSIDER the following DRAFT policies:

- i. Training & Development.
- ii. Appraisals.

13. Items to raise for consideration at the next meeting

This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.

14. Date of Next Meeting

To AGREE the date and time of the next meeting.