

Ms Jenny Service
Clerk of the Council
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To Councillors:

Pam Birch, Neil Howiantz, Bryan Knickerbocker, Heather Shearer, Adrian Sparkes, Nina Swift, 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 28th May 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: 22nd May 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. Election of Chair and Vice Chair
To elect the Chair and Vice Chair for the year 2024/25.
2. Apologies for absence
To receive and accept apologies for absence. *LGA 1972 s85(1)*
3. 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.

4. Confirmation of minutes
RECOMMENDED: That the minutes of the Staffing Committee meeting held on 27th February 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair. *LGA 1972, Schedule 12, paragraph 41(1)*
5. Membership
To note and review membership of the Staffing Committee following the Annual Meeting of the Parish Council.
6. Staffing Committee Terms of Reference
To NOTE the approval of the Staffing Committee Terms of Reference at the Annual Meeting of the Parish Council. Note: absolute membership has been updated to 7.

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.

7. Clerk's Report
To receive a verbal update on Staffing Matters by exception (for items not covered elsewhere on the agenda).
8. Sickness / Absence
To receive a report from the Clerk.
9. Temporary Admin Officer role
To receive a report and AGREE next steps.
10. Committee report for 2023/24
To receive a report from Cllr Sparkes.
11. Clerk Appraisal and 6-month Probationary Review
To receive a report from Cllr Sparkes.
12. Flexible Working Arrangements
To consider ACAS model policy to take to Policy and Finance Committee following changes to legislation in April 2024.
13. Items to raise for future consideration
*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 Staffing Committee meeting.