

## MINUTES OF THE STAFFING COMMITTEE

Held on 10am, Wednesday 17<sup>th</sup> January 2024, Room 23, Crispin Community Centre, Leigh Road, Street.

Members Summoned and Present: Neil Howiantz, Bryan Knickerbocker, Heather Shearer, Adrian Sparkes and Laura Wolfers.

Absent: Terry Napper.

Officers Present: Jenny Service (Clerk).

In attendance: Members of the public (0)

### PUBLIC PARTICIPATION

There was none.

### MINUTES

26. Apologies for absence  
Cllr Napper was absent from the meeting.
27. Declarations of interests and grant of dispensations  
*Councillors were reminded of their duty to declare any interests in the business to be transacted.*  
There were none.
28. Confirmation of minutes  
RESOLVED - The minutes of the Staffing Committee meeting held on 11<sup>th</sup> September 2023 were approved for signing as a true record of the decisions taken.
- The Chair moved to item 6 on the agenda.
29. Staff Parking  
The Committee briefly discussed and considered arrangements for Staff/Cllr parking. The Clerk will make enquiries and report back to Staffing Committee.
30. Staffing Committee Terms of Reference  
RESOLVED: The Staffing Committee APPROVED the Committee Terms of Reference and will take to Policy and Finance Committee for recommendation to full council.
31. Officer Training  
The Clerk provided a verbal update on Officer training and development including Officer completion of CiLCA (Certificate in Local Council Administration), CiLCA referrals and deadline for completion.  
RESOLVED - Staffing Committee support RFO completion of FiLCA (Finance in Local Council Administration) subject to the Policy and Finance Committee approval of finance.

32. Confidential Items

RESOLVED - In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, to exclude the press and public as they involve confidential information on staffing matters.

33. Clerk's Report

The Clerk provided a short report on HR/Staffing related matters.

34. Sickness Absence

The Clerk provided a short report on sickness and absence.

35. Temporary Worker & Admin Officer

The Committee considered ongoing requirements for office administration and considered temporary worker arrangements.

RESOLVED - Clerk to progress discussion of two options.

36. Flexible Working Arrangements

Members are asked to review current flexible working arrangements.

Clerk to bring back discussion document to review at next Staffing Committee meeting.

Clerk to produce Officer contact note for Cllrs.

37. Annual Appraisals and Pay Review

Members received an update from the Clerk reference Annual Appraisals. Trial appraisals process has been diarised and arranged. Appraisals policy to be reviewed at the next Staffing Committee with feedback from the trial appraisal process conducted. The Clerk outlined the timeline for the forthcoming pay review.

38. 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.*

- i. Temporary to perm contract for Admin Officer.
- ii. Annual pay scale award.
- iii. Appointment of the Vice Chair.
- iv. Feedback from appraisals.
- v. HR Policies – Training & Development, Complaints, Appraisals.

39. Date of Next Meeting

The next Staffing Committee Meeting will take place at:

10am on Tuesday 27<sup>th</sup> February 2024 at Room 23, Crispin Community Centre, Leigh Road, Street.

*Please note: this date differs from the date originally suggested at the Staffing Committee Meeting but has since been agreed.*

There being no further business, the meeting was closed at 11.30am. These minutes were adopted on 27 February 2024. under minute reference 42. as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: \_\_\_\_\_