

## MINUTES OF THE STAFFING COMMITTEE

Held on	10am, Wednesday 27 <sup>th</sup> February 2024, Room 23, Crispin Community Centre, Leigh Road, Street.
Members Summoned and Present:	Neil Howiantz, Bryan Knickerbocker, Heather Shearer, Adrian Sparkes (Chair) and Laura Wolfers.
Absent:	Terry Napper.
Officers Present:	Jenny Service (Clerk).
In attendance:	Members of the public (0) Cllr Nina Swift.

### PUBLIC PARTICIPATION

Cllr Swift advised she wished to raise staffing structure during public question time.

### MINUTES

40. Apologies for absence  
Apologies were received from Cllr Napper and noted.
41. 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.
42. Confirmation of minutes  
RESOLVED - The minutes of the Staffing Committee meeting held on 17<sup>th</sup> January 2024 were approved for signing as a true record of the decisions taken. Bullet points to record detail of Clerk's report for future meetings. The Committee discussed best practice to record detail behind resolutions. The Clerk will obtain further advice for confidential items.
43. Membership  
Members were asked to review membership (current members - five, absolute members - six). The vacancy may be offered to new Cllr upon appointment / other interested member of the council.  
RESOLVED – to appoint Cllr Howiantz as the Vice Chair to the Staffing Committee.
44. Staffing Committee Terms of Reference  
The Staffing Committee noted the approval of the Staffing Committee Terms of Reference by full council.  
*The Chair invited Cllr Swift to speak on a Staffing Matter. This related to staffing structure, cost, long-term arrangements for staffing of the office. Members discussed the staffing structure, historic constraints, comparable local councils, roles, responsibilities, and ambition of the Parish Council for the future including additional work required for assets and services devolved from Somerset Council.*
45. Confidential Items  
RESOLVED - in accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, the Staffing Committee excluded the press and public for the following agenda

*items as they involved confidential information on staffing matters.*

46. Clerk's Report

The Clerk advised that all items were to be covered under dedicated agenda items. No additional matters were raised under the Clerk's Report.

47. Sickness Absence

The Clerk provided a verbal update on sickness/absence.

48. Temporary to Permanent contract for Admin Officer

The Clerk provided an update and members agreed next steps.

*Cllr Swift was invited to speak by the Chair and raised concerns around making temporary staff permanent now we have a full-time deputy clerk and assistant clerk with CiLCA training now complete. Cllrs discussed the increase work due to Somerset Council's asset and service devolution and aspirations to continue to professionalise.*

The Clerk will prepare a confidential report for consideration by the Staffing Committee. This item was deferred to the next Staffing Committee meeting. Any case will be considered by Staffing Committee and any recommendation taken to the Full Council.

49. Annual Pay Scale Award

RESOLVED – to recommend approval of spinal pay scale increase due 1 April 2024 for all permanent staff in line with contracts.

50. Flexible Working Arrangements

The Staffing Committee received a report from the Clerk. The Staffing Committee discussed flexible working arrangements and Officer accessibility.

RESOLVED – to deliver a Flexible Working Policy from 1 April 2024.

RESOLVED – policy to include a requirement to consider, right to review and right to refuse when new legislation is in place based on the Clerk's discussion / briefing document.

*Staff may submit a flexible working request to be considered by the Staffing Committee from 1 April 2024. Requests to be considered on a case-by-case basis in accordance with new legislation.*

51. Annual Appraisals Process

The Staffing Committee received feedback from the Clerk following Annual Appraisals.

RESOLVED - Chair to conduct an appraisal for the Clerk.

52. Policies

RESOLVED – to recommend adoption of the following policies subject to the agreed amendments:

- i. Training & Development.
  - a. Changes reference to Council / Parish Council.
  - b. Listing statutory training - Fire / Health and Safety.
  - c. Evaluation to include feedback, learning outcomes, and items to share with other Cllrs.
- ii. Appraisals  
No changes required.

*Policy and Finance Committee to ratify amended policies. Cllr Howiantz left the meeting at 11.35 hours.*

53. Items to raise for consideration at the next meeting.

- Confidential items / report.
- Complaints Policy.
- Flexible Working Policy and Form.

54. Date of Next Meeting

The Clerk will arrange an extraordinary meeting of the Staffing Committee Meeting.

*There being no further business, the meeting was closed at 11.38 hours. These minutes were adopted on 28 May 2024 under minute reference 2024/25\_SC\_001. as a true record of the decisions taken and are duly signed below by the chair of that meeting.*

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

