

Ms Jenny Service  
Clerk of the Council  
6 Leigh Road  
Street, Somerset  
BA16 0HA



T: 01458 440 588

E: [street.parish@street-pc.gov.uk](mailto:street.parish@street-pc.gov.uk) W: [street-pc.gov.uk](http://street-pc.gov.uk)

**To Councillors:**

Adrian Sparkes (Chair), Pam Birch, Neil Howiantz (Vice Chair), Bryan Knickerbocker, Heather Shearer, 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 23<sup>rd</sup> July 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: 18<sup>th</sup> July 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](mailto: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 28<sup>th</sup> May 2024 (circulated) are approved as a correct record and direction given to be signed by the Chair. *Any changes to the minutes must be agreed by resolution of the Committee.*  
*LGA 1972, Schedule 12, paragraph 41(1)*
4. Green Book / Staffing Policies  
To RECEIVE an update on HR / Staffing policies from South West Councils and AGREE next steps.
5. Flexible Working Arrangements
  - i. To REVIEW the Flexible Working Policy (based on ACAS model policy).  
*This follows changes to legislation in April 2024.*
  - ii. RECOMMENDED: That the Staffing Committee recommend for approval to Policy and Finance Committee.

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 as they involve confidential information on staffing matters.*

6. Clerk's Staffing Report  
To receive a verbal update on Staffing Matters by exception (for items not covered elsewhere on the agenda).
7. Sickness / Absence  
To receive a report from the Clerk.
8. Admin Officer Role
  - i. To RECEIVE an update from the Clerk following advice from South West Councils and SALC (Somerset Association of Local Councils).
  - ii. To RECEIVE the draft job specification.
  - iii. To CONSIDER recommendations from the Clerk and agree recommendations to Policy and Finance Committee and Full Council.
9. 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.*
10. Date of Next Meeting  
To AGREE the date and time of the next Staffing Committee meeting.