

MINUTES OF THE STAFFING COMMITTEE

Held on	10am, Tuesday 28 th May 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:	Pam Birch and Nina Swift.
Officers Present:	Jenny Service (Clerk).
In attendance:	Members of the public (0)

PUBLIC PARTICIPATION

Public question time

There was none.

MINUTES

- 24/25.SC.01. Election of Chair and Vice Chair
Members were asked to elect a Chair and Vice Chair of Staffing Committee for 2024-25.
RESOLVED - to appoint Cllr Sparkes as Chair of Staffing Committee for the 2024-25 year.
RESOLVED - to appoint Cllr Howiantz as Vice Chair of Staffing Committee for the 2024-25 year.
- 24/25.SC.02. Apologies for absence
Apologies were received from Cllrs Birch and Swift and noted.
- 24/25.SC.03. 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.
- 24/25.SC.04. Confirmation of minutes
RESOLVED: The minutes of the Staffing Committee meeting held on 27th February 2024 were approved as a correct record and direction given to be signed by the Chair.
LGA 1972, Schedule 12, paragraph 41(1)
- 24/25.SC.05. Membership
Members noted membership of the Staffing Committee following the Annual Meeting of the Parish Council.
- 24/25.SC.06. Staffing Committee Terms of Reference (ToR)
To NOTE the approval of the Staffing Committee ToR at the Annual Meeting of the Parish Council. Note: absolute membership updated to seven.
- Cllr Howiantz raised that the ToR set out that three members of the Staffing Committee can meet to deal with an emergency or situation that cannot wait for a full Staffing Committee meeting to be called and the matter is reported back to the Staffing Committee as soon as possible.

RESOLVED – to update the ToR - to clarify that all Committee members shall be invited to meet to deal with an emergency or situation that cannot wait for full Staffing Committee meeting, at least three members shall be present.

RESOLVED – Recommend to Policy and Finance Committee that all Parish Council Committees produce an annual report, and their ToR be updated accordingly.

24/25.SC.07. 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 as they involve confidential information relating to staffing matters.

24/25.SC.08. Clerk's Report

The Clerk provided a verbal update on Staffing Matters by exception (for items not covered elsewhere on the agenda). Members discussed how the Committee deals with confidential matters and how confidential reports are considered and debated at Committee meetings. The Clerk outlined the timeline for the next set of annual appraisals and how feedback will be captured to inform the Staffing Committee. Appraisal Form to be updated to include a summary page to Staffing Committee to help inform and support decision making.

24/25.SC.09. Sickness / Absence

The Clerk provided a short report.

24/25.SC.010. Temporary Admin Officer role

Members considered and discussed a confidential report.

The Staffing Committee voted unanimously in favour of invoking the process to recommend making the Admin Officer role permanent.

RESOLVED – The Staffing Committee support the recommendations outlined in the report and recommend it for consideration to Policy and Finance Committee and to full council.

24/25.SC.011. Committee report for 2023/24

Members received and noted a report from Cllr Sparkes.

24/25.SC.012. Clerk Appraisal and 6-month Probationary Review

The Clerk left the room for this item.

RESOLVED – The Staffing Committee recommend to Policy & Finance that, following their recent probationary review, the appointment of Jenny Service as Clerk to Street Parish Council be confirmed and ratified by full Council.

24/25.SC.013. Flexible Working Arrangements

Members were asked to consider ACAS model policy to take to Policy and Finance Committee following changes to legislation in April 2024. Members support having a policy and the model outlines all aspects the council may be asked to consider, and the minimum requirements set out in new legislation.

RESOLVED – to defer Policy to the next meeting of the Staffing Committee.

24/25.SC.014. Items to raise for future consideration.

- *Flexible Working Policy.*
- *Opening hours, public access, Cllr appointments/drop-ins.*
- *Admin Officer role.*
- *Conflict resolution (reference to the CIPD 2015 document, Conflict management: a shift in direction).*

24/25.SC.015. Date of Next Meeting

The next ordinary meeting of the Staffing Committee will take place at 10.45am on Tuesday 9th July in Street Library.

There being no further business, the meeting was closed at 11.30am. These minutes were adopted on 9th July 2024 under minute reference 24/25.SC.018. as a true record of the decisions taken and are duly signed below by the Chair of that meeting.

Signed: _____ Date: _____