

MINUTES OF THE STAFFING COMMITTEE

Held on 10am, Tuesday 23rd July 2024, Room 23, Crispin Community Centre, Leigh Road, Street.

Members Summoned and Present: Adrian Sparkes (Chair), Neil Howiantz (Vice Chair) and Nina Swift.

Absent: Pam Birch, Bryan Knickerbocker, Heather Shearer, and Laura Wolfers.

Officers Present: Jenny Service (Clerk).

In attendance: Members of the public (0)

PUBLIC PARTICIPATION

Public question time

There was none.

MINUTES

- 24/25.SC.016. Apologies for absence
Apologies were received from Cllrs Birch Bryan Knickerbocker, Heather Shearer, and Laura Wolfers and noted.
LGA 1972 s85(1)
- 24/25.SC.017. 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.018. Confirmation of minutes
RESOLVED: The minutes of the Staffing Committee meeting held on 28th May 2024 (circulated) 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.019. Green Book / Staffing Policies
The Clerk provided an update on HR / Staffing policies from South West Councils.
RESOLVED – that the Clerk will circulate the policies in batches to Cllrs Sparkes and Howiantz and set a 30-minute review meeting. Recommendations to be brought to the next Staffing Committee meeting.
- 24/25.SC.020. Flexible Working Arrangements
The Staffing Committee reviewed the Flexible Working Policy (based on ACAS model policy).
This follows changes to legislation in April 2024.
RESOLVED – The Staffing Committee recommend to the Policy and Finance Committee the adoption of the Flexible Working Policy. 'Organisation to be changed to Parish Council or Street Parish Council.
Clerk to draft a flexible working form.
Once approved by Policy and Finance Committee, Staffing Committee to review the policy in six months.
- 24/25.SC.021. Confidential Items

Signed: _____ Date: _____

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.022. Clerk's Staffing Report

The Clerk provided a verbal update on Staffing Matters by exception (for items not covered elsewhere on the agenda). This included workflow/workload and line management.

24/25.SC.023. Sickness / Absence

The Clerk provided a short report.

24/25.SC.024. Temporary Admin Officer role

Admin Officer Role

- i. The Clerk provided an update following advice from South West Councils and SALC (Somerset Association of Local Councils).
- ii. RESOLVED – to agree the Admin Officer job specification.
- iii. RESOLVED – the Staffing Committee considered recommendations from the Clerk and agreed a proposal.

24/25.SC.025. Items to raise for future consideration.

- *Feedback from Employment seminar.*
- *Admin Officer role.*

The Clerk has identified the following matters to review

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

24/25.SC.026. Date of Next Meeting

- An additional meeting of the Staffing Committee will take place at 11.00am on Tuesday 30th July 2024 in Street Library.
- The next ordinary meeting of the Staffing Committee will take place at 11.00am on Tuesday 27th August 2024 in Street Library.

There being no further business, the meeting was closed at 11.15am.

These minutes were adopted on _____ under minute reference _____. as a true record of the decisions taken and are duly signed below by the Chair of that meeting.