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**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 **Street Library**, Leigh Road, Street at **11.30am on Tuesday 10<sup>th</sup> September 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: 5<sup>th</sup> September 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.

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## 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 extraordinary Staffing Committee meeting held on 30<sup>th</sup> July 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. Training
  - a. Employment Seminar  
To receive an update from Cllr Howiantz and Cllr Sparkes following their attendance at a recent Employment Seminar and share updates / best practice.

b. SW Councils free virtual conference

To note the virtual conference - Thursday 17th October 2024 09.30 – 15.00

A full Programme of events including: Employment Law Update, 30-minute surgery / psychometric feedback, performance management including appraisal, plus a choice of workshops. Clerk to join / attend. Cllrs welcome.

5. Conflict resolution

To receive an update from Cllr Sparkes

(With reference to the CIPD 2015 document, *Conflict management: a shift in direction*).

6. Policies and procedures

a. Staff handbook ACAS policies.

To RECEIVE an update on the Staff Handbook/ ACAS policies from South West Councils. *Grouped as:*

- i. Leave Policy (to be reviewed in conjunction with the Sickness/Absence Policy).
- ii. Grievance/Disciplinary & Capability Policies.
- iii. Bullying & Harassment Policy.
- iv. Additional policies / procedures relevant to Officers to form part of the Staff Handbook - for example: information about the Council structure/staffing; other specialist or local policies, Health & Safety.

b. To RECEIVE the DRAFT Flexible Working Request Form

*Note: This form was requested at ordinary July Staffing Committee meeting.*

7. Developing a strategy for the Parish Rooms

Committee members to discuss developing a strategy for the Parish Rooms.

*Background: No issues identified from Officers perspective, but these topics were raised at the ordinary July Staffing Committee meeting under 'items to raise for further consideration.'* To include discussion on:

- Opening hours and public access.
- Councillor appointments / drop-ins.
- Councillor Teambuilding wellbeing / teambuilding sessions.
- Flow chart of who/how to contact Officers and Cllrs and specialisms.

8. 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.*

9. Clerk's Staffing Report

To receive a verbal report from the Clerk on Staffing Matters by exception to include sickness/absence. (for items not covered elsewhere on the agenda).

10. Admin Officer onboarding

To receive an update from the Clerk on appointment of the Admin Officer on a permanent basis.

11. Livestreaming

To receive an update from Cllr Sparkes and the Clerk and discuss / consider options to explore further with a view to taking forward a proposal to full council.

12. Contingency Planning

To receive an update/recommendation from the Clerk to include:

- Update on Officer workloads and annual leave.
- Contingency Pack
  - Production of a SPC Contingency Pack.
  - Consideration of Rialtas training for the Clerk - ½ day quote supplied.
  - RECOMMENDED: That the contingency include consideration of switching to Unity Trust Bank for current account / online banking. [Parish Council Funding | Socially Responsible, Ethical Banking \(unity.co.uk\)](#)

13. 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.*

14. Date of Next Meeting

To AGREE the date and time of the next Staffing Committee meeting.