

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 **Street Library**, Leigh Road, Street at **11.30am on Tuesday 12<sup>th</sup> November 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: 7<sup>th</sup> November 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 NOTE 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 10<sup>th</sup> September 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. Staff Training/Events

To NOTE recent training / events, planned training and future training needs of Officers.

To include:

a. Training undertaken:

- Grant bids or Community Wellbeing – ACCE (2<sup>nd</sup> October 2024)
- Rialtas – Clerk (9<sup>th</sup> October 2024)
- VAT Registered Town and Parish Councils - Clerk and RFO (15<sup>th</sup> October 2024)
- Community Library Partnerships Conference – Clerk (23<sup>rd</sup> October 2024)
- 2023 Procurement Act – Clerk (24<sup>th</sup> November 2024)
- Fire Warden Training – DCRO, ACCE and Admin Officer (November 2024)
- Somerset Prepared – Clerk and ACCE (Wednesday 6<sup>th</sup> November 2024)

b. Planned training:

- Code of Conduct - Clerk (Monday 11<sup>th</sup> November 2024)
- Somerset Parishes Conference – Clerk (Wednesday 13<sup>th</sup> November 2024)

c. Future training needs:

- Finance in Local Council Administration (FiLCA).  
*RECOMMENDED: that Staffing Cttee support a recommendation to full council that Clerk and RFO undertake FiLCA training. This supports contingency planning.*
- Event management training.  
*RECOMMENDED: To include annual £30 subscription to 'The Purple Guide: to Health, Safety and Welfare at Outside Events'.*

5. LGS Pay Award

To NOTE the Local Government Services Pay Agreement 2024.

*Agreement has been reached on rates of pay applicable from 1 April 2024 (covering the period 1 April 2024 - 1 April 2025). The new pay rates have increased by £1,290 per annum.*

6. Conflict resolution

To RECEIVE an update from Cllr Sparkes

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

7. Policies and procedures

a. Staff handbook ACAS policies.

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

- Leave Policy (in conjunction with the Sickness/Absence Policy. *(Cllr Shearer and Cllr Howiantz).*
- Grievance/Disciplinary & Capability Policies. *(Cllrs Knickerbocker and Cllr Sparkes)*
- Bullying & Harassment Policy. *(Cllrs Wolfers and Birch in conjunction with the Clerk).*
- To consider / discuss 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, expenses policy (for Officers and members). *This section will need to be developed as part of the staff handbook.*

*Polices were circulated at the September Staffing Cttee meeting.*

8. Developing a strategy for the Parish Rooms

To RECEIVE an update on "tally week."

9. 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 / HR matters.*

10. 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).*

11. Committee Quorum

To RECEIVE an update from the Clerk and DISCUSS options from a Staffing perspective.

*RECOMMENDED: That the Clerk review scheme of delegation and Terms of Reference (ToR) in conjunction with Officers and bring and recommended changes to the next Policy and Finance Cttee.*

12. Officer roles  
To RECEIVE an update from the Clerk in relation to the ACCE role and events and INVITE views of the Staffing Cttee and expectations of the wider Council.  
*This serves as an initial discussion to cover recent aspects of events that have impacted Officer roles. This item will be developed further for the next Staffing Cttee meeting.*
13. Flexible Working Requests  
To RECEIVE and CONSIDER three flexible working requests following the approval of a Flexible Working Policy and form.
14. Contingency Planning  
To RECEIVE an update from the Clerk in relation to contingency planning. To include:
  - SPC Contingency Pack.
  - Completion of Rialtas training for the Clerk.
  - Move to Unity Trust Bank for current account / online banking.
15. 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.*
16. Date of Next Meeting  
To AGREE the date and time of the next Staffing Committee meeting.