

Ms Jenny Service
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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 14th January 2025**.

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 the 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: 9th January 2025

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 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 12th November 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. Staffing levels/structure
 - a. RECOMMENDED: That the Staffing Committee prepare a staff structure / overview of roles for the website with a view to allocating this work to 1-2 Cllrs in conjunction with Clerk for final approval by Full Council.
 - b. To DISCUSS and CONSIDER staffing structure required for 2025/26 to include delivery of additional tasks associated with Somerset Councils Asset and Service Devolution.
 - c. To AGREE RECOMMENDATIONS to Full Council for 2025/26 budget setting.
Note: Staffing Cttee to make recommendations to January Full Council where the 2025/26 budget and precept requirement will be set.
5. Policies and procedures
 - a. To RECEIVE and CONSIDER HR/Staffing policies RECOMMENDED for adoption by Officers based on NALC model. To include:
 - Sickness Absence Policy (Policy for Staff) (based on NALC model)
 - How to deal with Sickness Absence (procedure based on NALC template)
 - Annual Leave and Special Leave Policy (based on NALC with special leave from original Street Parish Council Policy).
 - How to deal with Annual Leave Requests (procedure based on NALC template)
 - Absence Management Policy (based on SW Councils)
 - Grievance Policy (based on NALC Model)
 - Disciplinary Policy (based on NALC Model)
 - Confidential Business Policy
 - b. To CONSIDER updates RECOMMENDED to:
 - Communications Policy (revised) specifically to set out official methods of communicating with Officers. Revision includes: no WhatsApp communication with Officers– email preferred for chain of communications and GDPR compliance, together with in person meetings, and phone calls for general discussion/updates on urgent matters.
6. Developing a strategy for the Parish Rooms

To RECEIVE an update on “tally week” and spread of workload across the office. Intended to capture customer, contractor, and Cllr contact by email/website/door/telephone/booked appointments. This follows discussion at the September and November 2024 Staffing Cttee meetings on opening hours and public access, Councillor appointments / drop-ins, Councillor Teambuilding wellbeing / teambuilding sessions, Officers and Cllr contact and specialisms.
7. Timesheets

To review process for managing timesheets.
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 likely 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.
9. Sickness / Absence Management

To RECEIVE an update from the Clerk. To include any recent instances of sickness, return to work and support in place (headlines only).
10. Officer Roles for Events

To RECEIVE an update from the Clerk in relation to Events and discuss the plan for Event Management.
11. Annual Appraisals

To NOTE that one appraisal has been conducted and three further appraisals booked.
Note: A summary table / sheet to include objectives set and training needs requested or identified will be brought to the next ordinary meeting of the Staffing Committee. This will also support recommendations made to the Full Council reference contractual incremental pay scale rises.
12. Clerk's Staffing Report

To RECEIVE a verbal report from the Clerk on Staffing Matters by exception.
(for items not covered elsewhere on the agenda).
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. Annual Appraisals and Conflict Resolution.
14. Date of Next Meeting

The next ordinary meeting of the Staffing Committee will take place on Tuesday 11th March 2025.

Time to be set at 11.00/11.30 am for all future Staffing Committee meetings depending on members availability.

Dates for future Staffing Committee Meetings:

2nd Tuesday of every other month:

11 March

13 May

8 July

9 September

11 November

13 January 2026

10 March