

## MINUTES OF THE ORDINARY MEETING OF THE STAFFING COMMITTEE

Held on 11.30am, Tuesday 13<sup>th</sup> May 2025, Street Library, Leigh Road, Street.

Members Summioned and Present: Adrian Sparkes (Chair), Pam Birch, Bryan Knickerbocker, Nina Swift and Laura Wolfers.

Absent: Heather Shearer.

Officers Present: Jenny Service (Clerk).

In attendance: Members of the public (0)

### PUBLIC PARTICIPATION

There was none.

### MINUTES

- 24/25.SC.091. Apologies for Absence  
Apologies were received from Cllr Heather Shearer.
- 24/25.SC.092. 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.093. Appointment of Vice Chair  
*RESOLVED to DEFER appointment of a Vice Chair to the next ordinary meeting of the Staffing Committee as membership of all Parish Council Committees will be reviewed and agreed at the Annual Meeting of the Parish Council on 20<sup>th</sup> May 2025.*
- 24/25.SC.094. Confirmation of Minutes  
RESOLVED - the minutes of the ordinary Staffing Committee meeting held on 11<sup>th</sup> March 2025 (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.095. Policies and Procedures  
The Clerk provide an update on the support from Worknest.  
RECOMMENDED to DEFER further work on the Employee Handbook to the next ordinary meeting of the Staffing Committee. Note: onboarding with Peoplenest will be complete, access to employee portal established, and the full suite of support and resources will be available. Policies to develop/review - Lone Working, Training and Development Policy, Stress Management Strategy and Stress Management Policy.
- 24/25.SC.096. Terms of Reference  
Members reviewed the Terms of Reference for the Staffing Committee (supplied) ahead of the Annual Meeting of the Parish Council.  
RECOMMENDED – to change frequency from quarterly to every other month in line with calendar of meeting dates arranged. Updated Terms of Reference will be taken to the Annual Meeting of the Parish Council for consideration of approval.

24/25.SC.097. Confidential Items

*RESOLVED – to enter a confidential session in accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014. Note: A resolution was passed to exclude the press and public as they involved confidential information on staffing / HR matters.*

24/25.SC.098. Staffing Structure, Role Profiles

- a. Members of the Committee briefly discussed the Staff Structure including resourcing for Street Market and onboarding of Market Officers.  
RECOMMEND to Full Council Market Steering Group to meet regularly to discuss priorities and support the delivery of Street Market – direction or tasking of Market Officers to be managed by the Clerk. Strategic decisions reference Street Market to go through Full Council.  
Cllr Wolfers arrived at 11.57am.
- b. Members received and noted the Council, Committee and Staff Structure page prepared for the website. *Note: Listed as an action in the interim internal audit report.*
- c. The Clerk advised that revised / updated job role profiles for the Deputy Clerk/Responsible Finance Officer and Assistant Clerk / Community Engagement Officer will be available in DRAFT form at the next ordinary meeting of the Staffing Committee. *Clerk to progress with Deputy Clerk and Assistant Clerk.*

Members discussed the work experience placement and DBS checks for Office staff to support work experience placement and interactions with vulnerable people at the Market.

RESOLVED – to ask work experience placement student for a short feedback report on their experience.

RESOLVED – to take the Work Experience Policy and Risk Assessment to Full Council or Policy and Finance Committee to include DBS check for all staff.

RESOLVED – to draft a lost child or vulnerable adult Policy.

24/25.SC.099. Sickness / Absence Management

The Clerk provided an update from the Clerk and Chair of Staffing.

24/25.SC.0100. Clerk's Staffing Report

No additional items raised.

24/25.SC.0101. 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.*

- Appointment of Chair and Vice Chair.
- Policies and procedures for Staff Handbook – to include Lone Working, Training and Development Policy, Stress Management Strategy and Stress Management Policy.
- Officer role profiles (Deputy Clerk / Responsible Finance Officer and Assistant Clerk/Community Engagement Officer).
- 'Style sheet' or 'voice' of the Council.
- Social media and communications training.
- Administration Officer Pay Review.

24/25.SC.0102. Date of Next Meeting

The next ordinary meeting of the Staffing Committee will take place at 11.30am on Tuesday 8<sup>th</sup> July 2025.

24/25.SC.0103. Dates for future Staffing Committee Meetings:

2nd Tuesday of every other month at 11.30am:

8 July 2025, 9 September 2025, 11 November 2025, 13 January 2026, 10 March 2026.

*There being no further business, the meeting was closed.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_