

## MINUTES OF THE ORDINARY MEETING OF THE STAFFING COMMITTEE

Held on 11.30am, Tuesday 8 July 2025, Street Library, Leigh Road, Street.

Members summoned - present: Adrian Sparkes (Chair), Pam Birch, Bryan Knickerbocker, Anna Thomson.

Members summoned – apologies / absent: Heather Shearer.

Officers Present: Jenny Service (Clerk).

In attendance: Members of the public (0)

### PUBLIC PARTICIPATION

There was none.

### MINUTES

- 25/26.SC.01. Apologies for Absence  
Apologies were received from Cllr Heather Shearer and noted.
- 25/26.SC.02. 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.
- 25/26.SC.03. Election of Chair and Vice Chair  
RESOLVED - to appoint Councillor Adrian Sparkes as Chair of Staffing Committee for 2025/26  
RESOLVED - to appoint Councillor Anna Thomson as a Vice Chair of Staffing Committee for 2025/26
- 25/26.SC.04. Confirmation of Minutes  
RESOLVED - the minutes of the ordinary Staffing Committee meeting held on 13 May 2025 (circulated) were approved as a correct record and direction given to be signed by the Chair.  
*LGA 1972, Schedule 12, paragraph 41(1)*
- 25/26.SC.05. Policies and Procedures  
Members were asked to review the following Staffing Policies:

| Policy/procedure          | Status  | Recommendation            |
|---------------------------|---------|---------------------------|
| Equal Opportunities       | Updated | Recommend <u>approval</u> |
| Lone Working Policy*      | New     | Recommend <u>adoption</u> |
| Stress Management Policy* | New     | Recommend <u>adoption</u> |
| Training and Development  | Updated | Recommend <u>approval</u> |

\* Require completion of associated Risk Assessments.

The Staffing Committee:

RESOLVED – to recommend approval of the Equal Opportunities Policy (updated)

RESOLVED – to recommend adoption of the Lone Working Policy\* (new)

RESOLVED – to recommend adoption of the Stress Management Policy\* (new)

RESOLVED – to recommend approval of the Training and Development Policy (updated)

\* subject to the agreed drafting corrections/updates.

25/26.SC.06. Parish Council Communications

a. Style Sheet for Official Communications

Members briefly discussed a request to progress drafting of a 'style sheet' to set the voice, tone, and style for official Street Parish Council Communications. *Note: This could form the appendix to a new Community Engagement Strategy under development.*

RESOLVED – to defer to September Full Council and recommend that a Task and Finish Group is created to progress this task.

b. Social Media and Communications Training

The Clerk provided a brief update on social media and Community Engagement Training undertaken by the Clerk and Assistant Clerk/Community Engagement Officer.

25/26.SC.07. 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.*

25/26.SC.08. Admin Officer Pay Review

The Staffing Committee undertook a review and considered a confidential briefing paper.

RESOLVED – that the Clerk progress actions agreed and Staffing Committee revisit this item at the September Staffing Committee and take a recommendation to September full council.

25/26.SC.09. Timesheets

The Clerk provided an update on timesheets.

25/26.SC.010. Sickness / Absence Management

The Clerk provided an update.

25/26.SC.011. Clerk's Staffing Report

No additional items raised.

25/26.SC.012. Items to raise for future consideration.

- Officer role profiles (Deputy Clerk / Responsible Finance Officer and Assistant Clerk/Community Engagement Officer).
- Administration Officer Pay Review.
- Market Officer Staffing at Parish Council Events.

25/26.SC.013. Date of Next Meeting

The next ordinary meeting of the Staffing Committee will take place at 11.30am on Tuesday 9 September 2025.

25/26.SC.014. Dates for future Staffing Committee Meetings:

2nd Tuesday of every other month at 11.30am:

11 November 2025, 13 January 2026, 10 March 2026.

*There being no further business, at 1pm the meeting was closed.*