



**Draft Minutes of the Staffing Committee Meeting
held at the Council Offices on Thursday 26 January 2023**

The meeting commenced: 6.30 pm – concluded at 7.10 pm

Councillors Present. Carol Levery (Chairman), Thomas Sturgess (Vice-Chairman), Dr John Bowden, Victoria Bowden, John Brownrigg and John Housley.

Absent Councillors. None.

Officers: Andrew Towlerton – Parish Clerk/RFO (minute taker).

Members of the Public. None.

Chairman's Announcement

Before the formal commencement of the meeting, the Chairman, Councillor Carol Levery, outlined the procedures to ensure that it was effective, safe and lawful.

<u>2022/39</u> <u>(SC)</u>	<u>Item 39: Apologies and Reason for Absence</u> The Clerk reported that he had not received any.
<u>2022/40</u> <u>(SC)</u>	<u>Item 40: Declarations of Interests</u> The Clerk stated that he had not been informed of any.
<u>2022/41</u> <u>(SC)</u>	<u>Item 41: Exclusion of Press and Public</u> It was confirmed that there were no items that required the exclusion of the press and the public.
<u>2022/42</u> <u>(SC)</u>	<u>Item 42: Public Participation Session</u> There were no questions raised.
<u>2022/43</u> <u>(SC)</u>	<u>Item 43: Staffing Committee Minutes</u> The approved minutes and resulting actions of the Staffing Committee of 24th November 2022 were considered.

	<p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and RESOLVED: That the minutes of the Staffing Committee Meeting held on 24th November 2022 be endorsed.</p> <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2022/44</u> <u>(SC)</u></p>	<p><u>Item 44: Policies for Approval</u></p> <p>The various draft policies were considered. Special mention was made to the draft Expenses Policy, which it was considered could be strengthened by expanding its scope to include Councillors as well as officers. The Clerk agreed to bring the revised draft Expenses Policy to the next meeting of the Staffing Committee. It was also considered, and agreed, that the Flexible Working and Working from Home policies could be brought into a single document. The Clerk agreed to do this and bring the revised draft document to the next meeting of the Staffing Committee.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and RESOLVED: That it is recommended to Council that the policies listed below be approved:</p> <ol style="list-style-type: none"> 1. Recruitment and Selection Policy. 2. Performance Appraisal Policy. 3. Mobile Phone Use Policy. 4. Annual Leave Policy. 5. Lone Working Policy. 6. Sickness and Absence Policy. <p style="text-align: right;"><i>(6 in favour)</i></p>
<p><u>2022/45</u> <u>(SC)</u></p>	<p><u>Item 45: Training Report and Next Steps</u></p> <p>The Clerk provided a verbal report on progress with officer and councillor training and development. He confirmed that the person undertaking the first aid training had indicated that they could undertake this on a Saturday. The Clerk was asked to canvass Councillors opinion on the preferred Saturday in late early February or late March, which he agreed to do.</p>
<p><u>2022/37</u> <u>(SC)</u></p>	<p><u>Item 37: General Staff Update</u></p> <p>A discussion took place on various issues. The Clerk gave a verbal and written report on the good progress against the activities detailed on the Parish Council's Annual Plan for 2022-2023.</p> <p>He also confirmed that the latest annual round of appraisals had been completed. These had gone well but had highlighted that minor changes were required to one member of staff's job description to reflect their changing duties.</p> <p>In furtherance of minute ((2022/37) SC), the Clerk explained that a revised job description had been developed, an independent grading of the revised post had been undertaken and the concerned officer had confirmed that they would be willing to undertake the new role.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Brownrigg and RESOLVED: That it is agreed to appoint the current Administrative Officer as the Administrative and Financial Officer, in furtherance of minute (2022/37 SC).</p> <p style="text-align: right;"><i>(6 in favour)</i></p>

	<p>Reference was made to arrangements for the opening and closing of the community hall out of normal offices hours and for short term bookings. It was agreed that the Clerk would ask all councillors whether they would be willing to assist in providing in such a service. Also, that this should be added as an item to the next meeting of the Finance and Premises Committee. The Clerk was asked whether income from the Hall had its own 'cost centre'. He said that he understood that it did but if did not he would ensure this.</p>
<p><u>2022/48</u> <u>(SC)</u></p>	<p><u>Item 48: Date and Time of Future Meetings</u></p> <p>It was confirmed that the next meeting was scheduled for Thursday 30th March 2023 at 7.00 pm.</p>

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