



**Draft minutes are subject to approval at the next Full Council meeting**

**Draft Minutes of the Staffing Committee Meeting  
held at the Council Offices on Thursday 25 January 2025 at 7.30 pm**

**The meeting commenced: 7.30 pm – concluded at 7.45 pm**

**Councillors Present.** Thomas Sturgess (Chairman), Victoria Bowden, Susan Davidson, Michael Morrissey and Alan Woodcock.

**Absent Councillors.** None.

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

**Members of the Public.** None.

**Chairman's Announcement**

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

<b><u>2023/22</u></b> <b><u>(SC)</u></b>	<b><u>Item 22: Apologies and Reason for Absence</u></b>  The Clerk reported that he had not received any.
<b><u>2023/23</u></b> <b><u>(SC)</u></b>	<b><u>Item 23: Declarations of Interests</u></b>  The Clerk stated that he had not been informed of any.
<b><u>2023/24</u></b> <b><u>(SC)</u></b>	<b><u>Item 24: Exclusion of Press and Public</u></b>  It was confirmed that there were no items that required the exclusion of the press and the public.
<b><u>2023/25</u></b> <b><u>(SC)</u></b>	<b><u>Item 25: Councillor representation on Staffing Committee and next steps</u></b>  A general discussion took place on this. Councillor Michael Morrissey confirmed that he wished to remain on the Staffing committee, following his appointment to the Finance and Premises Committee. A general discussion then took place on the role and purpose of the Staffing Committee. The general view was that it has and continues to perform an important

	<p>function but consideration should be given to whether it should continue as a standalone Committee or its functions transferred to another one.</p> <p>Proposed by Councillor Alan Woodcock and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That it is recommended to Council that:</p> <p>(a) The Staffing Committee be rescinded and its functions transferred to a revised Finance and Premises Committee.</p> <p>(b) That the changes should take effect following the Annual Meeting of the Council in May 2024.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<b><u>2023/26</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 26: Staffing Committee Minutes</u></b></p> <p>The draft minutes and resulting actions of the Staffing Committee of 28<sup>h</sup> September 2023 were considered. It was reported that Everwell had been appointed as the Council's preferred Occupational Health Providers in furtherance of minute 2023/20(a) (F&amp;P).</p> <p>Proposed by Councillor Alan Woodcock and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the minutes of the Staffing Committee Meeting held on 28th September 2023 be endorsed.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<b><u>2023/27</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 27: Cleaning Service</u></b></p> <p>A verbal update was provided by the Clerk on the process of recruiting a replacement cleaner for the Council Offices and adjoining Community Room. He explained that the position had been advertised and the closing date for applications has passed. Interviews are to take place on Tuesday 30<sup>th</sup> January 2024. The arrangements for the interviews were then discussed.</p>
<b><u>2023/28</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 28: General Staff Update</u></b></p> <p>An update was provided by the Clerk on a range of staffing issues. This included the annual appraisals of staff and changes to expenses and conditions for all local authority staff (including parish council ones) following changes to the National Joint Council (NJC) Agreement 'Green Book' for local government services. The need for further staff to undertake basic DBC checks was also discussed and it was agreed that the agreed member of staff should undertake this.</p> <p>A discussion then took place on training for Council staff and members. It was agreed that introductory first aid training should be organised aimed at staff but open for all councillors attend as well, and this should take place during the day. Also, that 'unconscious bias' or similar training should be organised and this should be open to both Council staff and members to attend. Ideally this training should be remote and in an evening. The Clerk agreed to progress these two training suggestions.</p> <p style="text-align: right;"><i>(5 in favour)</i></p>
<b><u>2023/29</u></b> <b><u>(SC)</u></b>	<p><b><u>Item 29: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that the next meeting was scheduled for Thursday 28<sup>th</sup> March 2024 at 7.00 pm at the Council Offices.</p>