



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 28 March 2024 at 7.15 pm**

The meeting commenced: 7.15 pm – concluded at 7.30 pm

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

Absent Councillors. Victoria Bowden.

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.

<u>2023/30</u> <u>(SC)</u>	<u>Item 30: Apologies and Reason for Absence</u> The Clerk reported that he had not received any.
<u>2023/31</u> <u>(SC)</u>	<u>Item 31: Declarations of Interests</u> The Clerk stated that he had not been informed of any.
<u>2023/32</u> <u>(SC)</u>	<u>Item 32: Exclusion of Press and Public</u> It was considered and confirmed that there were no items that required the exclusion of the press and the public.
<u>2023/33</u> <u>(SC)</u>	<u>Item 33: Staffing Committee Minutes</u> The draft minutes and resulting actions of the Staffing Committee of 25 th January 2024 were considered. A verbal report was provided on the various actions including progress with the first aid and 'unconscious bias' training in furtherance of minute 2023/28 (SC). Proposed by Councillor Michael Morrissey and seconded by Councillor Susan Davidson and

	<p>RESOLVED: That the minutes and progress with the associated actions of the Staffing Committee Meeting held on 25th January 2024 be endorsed.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><u>2023/34</u> <u>(SC)</u></p>	<p><u>Item 34: General Staffing Update</u></p> <p>A discussion took place on a range of staffing issues.</p> <p>Reference was made to the annual appraisal of Council staff, which had now all been undertaken. This included the one for the Clerk which Councillor Thomas Sturges, Chairman of the Staffing Committee, had led on.</p> <p>The staffing needs of both Councillors and Council staff was also considered as well as progress with the national negotiations with the 2024 pay award for local government staff (including Parish Councils).</p> <p>The arrangements for the closure of the Council Offices over the Christmas period were also discussed.</p> <p>Proposed by Councillor Alan Woodcock and seconded by Councillor Thomas Sturges and RESOLVED: That it is agreed the</p> <p>(a) Council Offices should close from 12.00pm on Friday 20th December 2024 and re-open at 9.00am on Thursday 2nd January 2025.</p> <p>(b) Grading of the agreed post be revaluated.</p> <p style="text-align: right;"><i>(4 in favour)</i></p>
<p><u>2023/35</u> <u>(SC)</u></p>	<p><u>Item 35: Date and Time of Future Meetings</u></p> <p>It was noted that while the next meeting was provisionally scheduled for Thursday 30th May 2024 this in practice was likely to be its last meeting of the Committee following the decision that the Staffing Committee be rescinded and its functions transferred to a revised Finance and Premises Committee (see also minute 2023/25a (SC)).</p> <p>The Chairman paid tribute to and thanked everyone for their dedication, knowledge and support to the Committee and to him as Chairman of it.</p>