



## Studley Parish Council

### Minutes of Staffing Committee meeting

22<sup>nd</sup> July 2021, 6.30pm Council Chamber

**Committee members present** Cllrs A Smith, Chairman; J Beard, S Crofts, P Hencher-Serafin, M Osborne

**In attendance** Cllr C Summers (Non-committee member of the council)  
Gill Lungley, Support Officer

**Min #SC013** **Agenda item 1**  
**Chairman's welcome**  
Cllr A Smith welcomed all to the committee meeting. The first item of business of the first committee meeting after the annual council meeting would ordinarily be the appointment of Chairman, however at this year's annual meeting the council deferred this. For the time being the continuing Chairman is Cllr A Smith.

**Min #SC014** **Agenda item 2**  
**Apologies**  
None; all committee members present.

**Min #SC015** **Agenda item 3**  
**Declarations of Interest**  
None.

**Min #SC016** **Agenda item 4**  
**Record of grant of dispensation following declaration of DPI / ODI**  
None

**Min #SC017** **Agenda item 5**  
**Public Forum**  
No non-committee member wished to speak.

**Min #SC018** **Agenda item 6**  
**Approval of draft minutes from previous meeting**  
Notes from the meeting held 7<sup>th</sup> January 2021 had been circulated.

**RESOLVED** to adopt the notes of the previous meeting as a true record of what took place.

With reference to awaiting advice from WALC, the matter has now been concluded.

**Min #SC019** **Agenda item 7**  
**Committee Terms of Reference**  
It was noted the Terms of Reference state membership should include the council's chairman but not the council's vice-chairman, however the current membership includes the council's vice-chairman and not the council's chairman. The reason being sufficient members are required to remain independent of staffing matters should there be a requirement for independent review.

**It was agreed** to re-word the Terms of Reference at 2a and 6g (which would also impact on the Grievance and Disciplinary Procedures) for full council approval on 17<sup>th</sup> August 2021.

**Min #SC020    Agenda item 8**  
**To resolve to close the meeting for the discussion of confidential business, public knowledge of which could be prejudicial to the public interest.**

Public Bodies (Admission to Meetings) Act 1960 s1(2).

**It was agreed** to exclude members of the public for discussion of matters relating to staff. The member of the public left the meeting.

**Min #SC021    Agenda item 9**  
**Confirmation of Clerk's retirement and process of appointing new Clerk**

Mrs Lesley Gailey had retired from the position of Clerk to the Council. Job descriptions for both the clerk and assistant clerk were circulated and further discussion would take place on the work expectations with the role holders. It was noted the Assistant Clerk had acted up to the role of Clerk during absence and had substantially managed to maintain the parish council's business during that time which included the induction of the Support Officer / Acting Clerk.

**It was agreed** to recommend a six-months' acting-up allowance be paid to the Assistant Clerk and to review both the work-load and the level of salary expected of that role-holder.

It was noted the Acting Clerk/RFO was employed on a temporary basis which is to end on 31<sup>st</sup> August 2021. The officer agreed to continue beyond that date on reduced hours of at least 10 hours per week to support council administration services and mentoring office staff if needed.

**It was agreed** to advertise the vacant position of Clerk to the Council and Responsible Financial Officer, working a minimum of 30 hours per week; closing date for applications to be 27/08/2021 with interviews to be held in the week commencing 06/09/2021.

**Min #SC022    Agenda item 10**  
**To receive update from Staffing sub-Committee Chairman and agree recommendations therefrom**

The Chairman of the Staffing sub-Committee provided an update on its current position, that it had completed all the work within its remit and as it is no longer required it does not expect to meet again.

In conclusion the following recommendations were put forward:

- a) Request the HR consultants, Ellis Whittam (EW), to advise on a more practical Grievance and Disciplinary Policy.
- b) Councillors and staff to attend training on recognising harassment and bullying in the workplace. EW provides this sort of training.
- c) To introduce measures for councillors and staff to deal with stress.
- d) Review staff contracts of employment.
- e) Review the Complaints Policy to ensure it is fit for purpose.

**It was agreed** to disband the Staffing sub-Committee. The Chairman thanked the sub-Committee members for their hard work.

The meeting resolved to move out of confidential business and was re-opened to the public. Cllr C Summers re-joined the meeting.

**Min #SC023    Members to raise items for consideration at the next meeting.**  
None put forward at this time.

**Min #SC024    Agenda item 12**  
**To agree date and time of next committee meeting.**

To meet again on 24<sup>th</sup> August 2021, 6.30pm

This meeting ended at 20.00hrs

Signed ..... Date.....  
Chairman, Staffing Committee