



Studley Parish Council

Minutes of Staffing Committee meeting 12th July 2023, 12pm Council Chamber

Committee members present Cllrs J Beard, P Hencher-Serafin, M Osborne, B Dixon,
L Kent

In attendance Clerk/RFO, Liza Rose, Katharine Walters, Clerk

- Min #SC001** **Agenda item 1 – Election of Chairman**
Members **agreed** to elect Cllr P Hencher-Serafin.
- Min #SC002** **Agenda item 2 – Election of vice-Chair**
The chair requested this item be brought forward from Agenda item 5.
Members **agreed** to elect Cllr Beard as vice-Chair.
- Min #SC003** **Agenda item 3 - Apologies**
None
- Min #SC004** **Agenda item 4 - Declarations of Interest**
None.
- Min #SC005** **Agenda item 5 - Grant of dispensation following declaration of interests**
None.
- Min #SC006** **Agenda item 6 - Public Forum**
No member of the public was present.
- Min #SC007** **Agenda item 7 - To resolve to close the meeting** to members of the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed.
- Min #SC008** **Agenda item 8 – Staffing appraisals** – To make arrangements for Clerk appraisals.

It was **agreed** that the Chair and vice-Chair of the Committee would carry out the staff appraisals at a time and date agreed with the Clerks.
- Min #SC009** **Agenda item 9 - To receive an update on the current staffing arrangements and workload.** Confidential report to be circulated separately to committee members.

Members considered recommendations made in report 23/001 and **agreed** to make recommendations to full council on temporary working hours for members of staff.

Min #SC010 Agenda item 10 – Members to raise items for consideration at the next meeting.

None put forward at this time.

Min #SC011 Agenda item 11 - To agree date and time of next meeting – 9th January 2024 at 1pm.

This meeting ended at 1.14 pm.

Signed
Chairman, Staffing Committee

Date.....