



Studley Parish Council

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NOTICE OF MEETING

A meeting of the Staffing Committee will be held on Tuesday 9th January 2024 at 10am, Council Chamber, Studley Village Hall.

Members of the public are welcome to attend this meeting up to the point at which the meeting will be closed for discussion of confidential business, if required.

Summons

Staffing committee members are hereby summoned to attend this meeting of the committee at the Council Chamber for the purpose of transacting the business detailed in the agenda.

Signed *Liza Rose*
Clerk/RFO to the Council

Date 4th January 2024

AGENDA

1. Welcome from the Chairman.

2. Apologies.

To receive apologies from absent members and record the reason for absence.

3. Declarations of Interest.

Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to -

- a. Keep their Register of Interests form up to date.
- b. Declare any Disclosable Pecuniary Interests (DPI) and any Other Registerable Interests (ORI) relating to items on the agenda and the nature of those interests.

4. To consider grant of dispensation following declaration of interest.

Any member with an interest may seek dispensation to remain in the meeting, speak and vote. Such request must be submitted to the Clerk in writing before the meeting starts and will be considered by the committee at this point in the meeting.

5. Election of vice-Chair

6. Public Forum

Members of the public are welcome to address the committee with regard to items on the agenda or for consideration at future meetings, however this is not an opportunity for wider debate and the opportunity to speak is limited to 3 minutes per person; the forum will last for no longer than 15 minutes subject to the Chairman's discretion.

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.
8. **To discuss a complaint received by Staff against a Councillor.**
9. **To discuss staff holiday** – To consider allowing a total of five days to be carried over to 2024/25.
10. **To review item 4 a) of the Staffing Committee Terms of Reference**
 4. Timetable of Meetings
 - a) *Meetings of this committee will be held bi-annually on the evening of the second Tuesday in January and July, or as required for urgent staffing-related issues.*

SPC now employs seven members of staff and it is felt that the Staffing Committee should meet on a more regular basis. Currently, the Committee meets bi-annually - Terms of Reference attached.
11. **Staff Handbook – To be reviewed and discussed by the Staffing Committee, ready for presentation to full council.** Draft circulated.
12. **To agree Staffing Responsibilities – To re define roles.**
13. **To agree date and time of next meeting.**

Staffing Committee Members
Cllr P Hencher-Serafin Cllr J Palmer, Cllr L Kent,
Cllr B Dixon, Cllr M Osborne.