



Studley Parish Council

Minutes of the Staffing Committee meeting held on 9th January 202.

Committee members present Cllr P Hencher-Serafin - Chair, Cllr B Dixon, Cllr M Osborne, , Cllr L Kent, Cllr Julie Palmer

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

Min #SC032 **Agenda item 1 – Chairman’s welcome**
The Chairman welcomed everyone to the meeting.

Min #SC033 **Agenda item 2 - Apologies**
None

Min #SC034 **Agenda item 3 - Declarations of Interest**
None.

Min #SC035 **Agenda item 4 - Grant of dispensation following declaration of interests**
None.

Min #SC036 **Agenda item 5 – Election of vice-Chair**
Members recommended Cllr Julie Palmer. This recommendation will be referred to full council for final consideration and agreement.

Min#SC037 **Agenda item 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 no longer than 15 minutes subject to the Chairman’s discretion.
None.

Min #SC038 **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 business to be transacted.

Min #SC039 **Agenda item 8 – To discuss a complaint by Staff against a Councillor.**
Both Clerks gave an account of their recent complaint, sent to the Chair and the Chair of the Staffing Committee. The Clerks then left the room at 10:35 and notes were taken by Cllr Julie Palmer. Confidential minutes produced. The Clerks returned to the room at 11:05.

Min #SC040 **Agenda item 9 – To discuss staff holiday – To consider allowing a total of five days to be carried over to 2024/25.**
It was **agreed** that Staff could carry over a total of five days holiday from 2023/24 to 2024/25.

Min #SC041 Agenda item 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.

Members **agreed** that Staffing Committee Meetings should be held quarterly and that the Staffing Committee Terms of Reference should be presented to full council for change.

Min #SC042 Agenda item 11 - Staff Handbook – To be reviewed and discussed by the Staffing Committee, ready for presentation to full council. Draft circulated.

The draft version of the staff handbook was circulated to members. It had been brought to the attention of the Clerk that new legislation was to come forward shortly. Members agreed that the Clerk should review the new information and make amendments where necessary. The Staffing Committee should then review, before presentation to the full council on 20th February 2024.

Min #SC043 Agenda item 12 – To agree staffing responsibilities – To re define roles
Changes to temporary roles were agreed by members. Confidential minutes produced.

Agenda item 13 - To agree date and time of next meeting - TBA

This meeting ended at 11:38 pm.

Signed

Date.....

Chairman, Staffing Committee