



**Minutes of a meeting of the Staffing Committee held at 6.00pm on Thursday 25th July 2024
in the Windrush Room at The George Moore Community Centre**

Those Present: Cllr A Roberts (Chairman), Cllrs B Hadley, L Hicks, M Samuel, J Wareing.

In Attendance: Sharon Henley, Clerk.

Members of Public: None.

Public Session: There were none present.

1. Apologies for absence: There were none.
2. Declarations of Interest: There were none.
3. Approval of the draft minutes of the meeting held on 16th May 2024. The Committee RESOLVED that the minutes were a true record and they were signed by the Chairman.
4. Matters Arising.
 - 4.1 Circulation of Dignity at Work Policy. This was circulated to councillors following the last meeting.
 - 4.2 Nolan Principles during Council Meetings. Council agreed that A5 notices should be made for all councillors to use during Council meetings and this had been actioned.
 - 4.3 Amended wording for Code of Conduct. GAPTC assisted with the inclusion of wording to highlight the Nolan Principles and the amended document was approved at the July Council meeting.
 - 4.4 HR Consultant. Following a presentation by HR and Governance Support, Council accepted a quote for a three-year support contract. To note, HRGS are working on an updated staff handbook in the light of recent changes and they have commissioned a suite of policies to run alongside the handbook which they are currently finalising.
5. Local Government Pay Review 2024-25: To receive an update from the Clerk. The Committee noted the SLCC's update which advised that negotiations were ongoing.
6. Resolution under the Public Bodies (Admission to Meetings) Act 1960 Section 1, extended by the Local Government Act 1972, Section 100, that the following items are confidential as they relate to employment matters and related statutory obligations. As such, the press and public are excluded from the meeting. The Committee RESOLVED to close the meeting.
7. Staff Appraisals (Confidential Papers 1a & 1b): To review templates provided by HR Consultant and agree final versions for use. The Committee RESOLVED to use the templates for September 2024 but may review them at a later date. Staff appraisals to be completed by the Clerk and Cllr Wareing and the Clerk's appraisal to be completed by Cllrs Roberts and Wareing. The Clerk to book in dates.
8. Equality Act 2010: To receive an update following actions from the last meeting and agree further actions. The Committee RESOLVED for the Clerk to seek further advice from the HR consultant.
9. Work-Related Stress (Confidential Papers 2a & 2b): To receive documents from Cllr Wareing and agree further actions required. The Committee reviewed Paper 2a (there was no Paper 2b) and thanked Cllr Wareing for his work on the reviews.
10. Staff Contracts (Confidential Papers 3a and 3b): To receive feedback from HR Consultant, review template provided and agree further actions. The Committee noted advice received. The Committee RESOLVED that HR and Governance Support should be asked to supply a quote for a Job Evaluation and full Organisational Review for consideration at the August Council meeting. Costs to potentially be funded by Contingency.
The Clerk to make arrangements for job shadowing and holiday cover, as discussed.

There being no further business the meeting closed at 18.49 hours.