



Staffing Committee Meeting

Minutes for Thursday, February 29, 2024.

Present: Alison Sercombe, Toby Newman, Paul Gregory
Members of the Public: 0

Officer: Clerk

The meeting opening at 11:30 and closed at 13:00

23-34	Item	Action
#33/2023-24	APOLOGIES FOR ABSENCE Apologies were received from Cllrs Barrett and Street, these were accepted and approved by the committee.	
#34/2023-24	DECLARATIONS OF INTEREST - none	
#35/2023-24	TO RECEIVE MINUTES From Parish Council meeting on 20th December 2023 were approved by the committee and were duly signed by the chairman, as a true record of the meeting.	
#36/2023-24	TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS -none	
#37/2023-24	TO RECEIVE AN UPDATE FROM THE CLERK – nothing new to report	
#38/2023-24	IMPLEMENTATION OF VOLUNTEER POLICY & MANAGEMENT The clerk gave an update to say that given the planned events and committed resources the implementation will likely be delayed, to after the Local Produce Market	
#39/2023-24	REVIEW OF CORE DOCUMENTS & POLICIES i. Sickness policy – updated version was approved by the committee and would be presented to council for adoption	Clerk
#40/2023-24	REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES The clerk gave a verbal summary of recent learning and development opportunities, followed by a discussion on the minimal requirements for Councillors. Policies and inductions exist to support staff and members in understanding their roles and responsibilities. This will be discussed further at the councillor development day. Training and development identified in recent appraisals would be researched and an update provided at the next meeting.	Clerk
#41/2023-24	TO RESOLVE TO EXCLUDE THEN PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED - Resolved	
#42/2023-24	TO DISCUSS STAFFING RESOURCES & DEVELOPMENT 2024-2025 i. Grounds Staff - The Clerk gave the committee an update on current staffing resources and potential reduction in availability in the coming months. The committee discussed ways to	

address this including working with volunteers, external contractors, and temporary cover.

- ii. Officers - The increase in Clerks hours is helping to balance the demands of the role and catching up on outstanding tasks alongside normal business.
- iii. Councillors – no new requests, opportunities are shared.
- iv. Grants officer (new fixed-term position) - The committee discussed further the fixed-term position of a grants/bid officer. The committee approved for the Clerk and Chairman to draft a JD and personal specification and present this back to the committee.

Clerk/AS

The committee approved making a request for earmarked reserves to be allocated, from the anticipated surplus, to cover the role and to provide flexibility for staff cover.

#43/2023-24 TO REVIEW INITIAL FINDINGS OF SALARY REVIEW OF OFFICER ROLES & NEXT STEPS

Following the initial stage of the review of officer roles, the committee approved the recommendations presented by the Clerk and Chairman. **These are to be forwarded to the external reviewer.** Once the revised documents have been received the Clerk will convene another staffing committee meeting.

Clerk

#44/2023-24 TO CONSIDER PAY RATES FOR EMPLOYEES

The committee reviewed the report supplied by the Clerk comparing current rates alongside Oxford Living Wage. **The committee would make a recommendation to Full Council on 5th April.**

AS

#45/2023-24 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION

- i. The clerk brought to the committee's attention the recent OALC briefing which included information on changes to Flexible Working Policy and prevention of Sexual Harassment prevention.
- ii. Cllr Gregory raised the issue of councillor and staff safety, following recent incidents at national level. This was discussed briefly and whilst the council have policies and procedures in place, alongside assessing risks, this topic would be discussed at the development day whilst any other safety measures were investigated.

#46/2023-24 ITEMS FOR INFORMATION - none

#47/2023-24 DATE OF NEXT MEETING – To be arranged