



## Staffing Committee Meeting Minutes for Wednesday, October 2, 2024.

**Present:** Alison Sercombe, Richard Street, Richard Barrett, Paul Gregory

**Officer:** Clerk

**Members of the Public:** 0

**The meeting opening at 14:30 and closed at 15:55**

24-25	Item	Action
#1/2024-25	<b>TO ELECT A CHAIRMAN OF THE STAFFING COMMITTEE</b> Cllr Barret, proposed Cllr Sercombe, this was seconded by Cllr Street seconded and approved unanimously.	
#2/2024-25	<b>TO ELECT A VICE-CHAIRMAN OF THE STAFFING COMMITTEE</b> Was agreed unanimously that this role was not necessary	
#3/2024-25	<b>APOLOGIES FOR ABSENCE</b> Were received from Cllr Newman, accepted and approved by the committee.	
#4/2024-25	<b>TO RECEIVE THE MINUTES FROM THE STAFFING COMMITTEE ON 28TH MARCH 2024</b> Were approved by the committee and signed by the chairman as a true record of the meeting.	
#5/2024-25	<b>TO RECEIVE UPDATES ON OUTSTANDING ACTIONS FROM THE STAFFING COMMITTEE ON 28TH MARCH 2024</b> <ul style="list-style-type: none"><li>i. Grants officer - currently on hold until update on Community Ownership Fund</li><li>ii. Volunteer Policy - on hold due to resources. Hope to begin implementation with newsletter volunteers</li><li>iii. Salary review for Clerk/Ast Clerk implemented. No updates on NJC pay award for 2024-25 yet.</li></ul>	
#6/2024-25	<b>TO RECEIVE AN UPDATE FROM THE CLERK</b> <ul style="list-style-type: none"><li>i. New policies and procedures implemented (sickness, menopause, flexible working etc.</li><li>ii. Work required for writing and implementing 'prevention' policies.</li></ul>	
#7/2024-25	<b>TO DISCUSS UPCOMING &amp; A REVIEW OF RECENT LEARNING &amp; DEVELOPMENT OPPORTUNITIES</b> <ul style="list-style-type: none"><li>i. Councillor development day - agenda and objectives for the day were discussed. The day is an opportunity to discuss the councils' assets and projects. Councillor Cllr Barrett requested a Venn diagram is created to demonstrate the overlapping roles//interests with the playing fields/pavilions. Clerk to action</li><li>ii. Councillor training/sessions undertaken, was reviewed. Opportunities and budget remain to support councillor development and training. Cllr Gregory has signed up to OALC and cllr Sercombe recently attended a NALC session on Neighbourhood Plans</li><li>iii. Staff training, Clerk will be attending SLCC conference in October. Other staff training requests will be collated during probation and appraisals.</li></ul>	<b>Clerk</b>

**#8/2024-25 TO CONSIDER BUDGET REQUIREMENTS FOR 2025-26**

The committee reviewed the budget lines within their terms or reference and agreed to request a 7.5% increase across the staffing budget and to sustain the budget for learning and development, to support the new clerk.

**#9/2024-25 RESIGNATION OF CLERK/RFO**

- i. To note the resignation of the Clerk/RFO - noted
- ii. To note the leaving date – agreed, 31<sup>st</sup> December 2024.
- iii. To consider the procedure for the Clerk's final expenses and accrued annual leave/TOIL. The current balances were shared with a view to taking allocation before the end of the year. Any remaining would be paid accordingly.

**#10/2024-25 TO DISCUSS THE EMPLOYMENT OF A NEW CLERK/RFO**

- i. To discuss the councils current and future requirements for the role. The council were keen to appoint an experienced clerk/RFO but were also open to options.
- ii. To consider Job Description and Person Specification. The committee shared comments on the draft recruitment pack, which were to be implemented. **Clerk to action, Chairman agreed to write a piece for the pack.** Clerk/AS
- iii. Hours and Pay Scale, agreed to maintain current pay/conditions
- iv. Contract – this will be reviewed nearer the time
- v. Advertisement and recruitment pack. Agreed for this to be shared within local council sectors and OALC, **Clerk to review offering and costs of promoting within SLCC and arrange under** delegated powers. Clerk
- vi. Committee agreed for Cllr Sercombe and Cllr Newman to lead on the interview panel, with one other committee member to join them. This would be dependent on availability. Clerk would support councillors through this process. Committee members agreed to be involved in the shortlisting process. **Clerk to arrange a shortlisting matrix.** AS/TN/Clerk
- vii. Locum Clerk - to consider the appointment of an interim locum Clerk – agreed for **Clerk to investigate costings.** Clerk

**#11/2024-25 TO DISCUSS OTHER STAFFING & RESOURCE ISSUES/OPPORTUNITIES**

- i. Update on p/t grounds maintenance operative within probation period was shared by Clerk.
- ii. Councillors - one new co-option. Four vacancies, recruitment to be discussed at development day
- iii. Agree process for appraisals – Committee agreed for these to be completed in December 2024. **Clerk to complete** Clerk

**At this point in the meeting the Committee resolved to exclude members of the public and press due to the confidential nature of items to be discussed.**

**#12/2024-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION**

The Clerk and Chairman gave a precis of a staffing issue that had occurred earlier in the week. Action had been taken and it was hoped no further action would be required.

**#13/2024-25 ITEMS FOR INFORMATION - none**

**#14/2024-25 DATE OF NEXT MEETING** To be arranged after shortlisting has been completed.