

HONEYBOURNE PARISH COUNCIL

Minutes of the Staffing Committee meeting held at Honeybourne Sports Field (Pavilion),
Bretforton Road, Honeybourne.
on Tuesday 1st August 2023

Members present: Cllrs: A Attridge, H Jobes and C Steward

In attendance: Parish Clerk, Linda Stanton.

SC-001 Election of Committee Chairman.

Cllr H Jobes proposed that Cllr Attridge be elected as Committee Chairman. This was seconded by Cllr Steward.

It was asked if there were any other nominations with no further nominations received.

Resolved:

That Cllr Attridge be elected to the position of Committee Chairman.

SC- 002 To receive and note any council member's apology for absence.

Cllr G Clelland – prior engagement

SC-003 Declarations of Interest: Councillors were 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 Disclosable Interests (ODI) in agenda items and the nature of those interests.

There were none.

SC-004 To consider any dispensations

There were none.

SC-005 To agree and approve Staffing Committee Terms of Reference. (Appendix 1)

Resolved :

To approve the Staffing Committee Terms of Reference with amendment that the Staffing Committee meetings be held bi- annually instead of every quarter.

SC- 006 To consider and approve the following;

- I. Grievance Policy and Procedure
- II. Disciplinary Policy and Procedure
- III. Officer and Members Protocol
- IV. Dignity at Work
- V. Equal Opportunity Policy
- VI. Equality and Diversity Policy
- VII. Health and Safety Policy
- VIII. Homeworking Policy
- IX. Lone Worker Policy

Communications

- X. Press and Media Policy
- XI. Facebook Policy
- XII. Social Media Policy

Resolved:

- I. To approve Grievance Policy and Procedure.
- II. To approve Disciplinary Policy and Procedure.
- III. To approve Officer and Members Protocol.
- IV. To approve Dignity at Work Policy
- V. To approve Equal Opportunity Policy
- VI. To approve Equality and Diversity Policy.
- VII. To approve Health & Safety Policy with addition of "If no first aider is available call 999" under the item Electric Shock.

- VIII. To approve Homeworking Policy
- IX. To approve Lone Worker Policy
- X. To approve Press and Media Policy with addition of “ The Clerk or any Member may draft a press release, however they must all be issued by the Clerk and approved by the Chairman and the Vice-Chairman in order to ensure that the principles outlined in the section three (Legal framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored” under the section of Press Releases.
- XI. To approve Facebook Policy
- XII. To approve Social Media Policy.

SC007 Date of next meeting.

To be advised.

Meeting concluded : 9:30 pm

DRAFT

Staffing Committee

To provide effective and professional staff management of all matters related to the employees of the Parish Council. To be mindful of the confidential nature of employer- employee matters and that many items for consideration will require that the public and press be excluded by resolution of the Committee.

Membership	4 Parish Councillors <ul style="list-style-type: none">• 3 members to form an interview panel• 3 members to form the review panel• 3 members to form the appeal panel Membership will be selected annually at the first meeting of the Council year
Quorum	3 Parish Councillors
Committee Meetings	Once every quarter and ad- hoc as required
Staffing Meeting	Bi- annually
Spending limit	Council agreed training budgets

Terms of Reference

<ol style="list-style-type: none">1. Progress staff recruitment when required.2. Confirm individual contract of employment and all terms and conditions3. Make arrangements for annual appraisal of the Parish Clerk's performance by the Chairman by resolution of this committee and, if required, take any necessary action.4. Decide on annual salary awards.5. Consider any matters arising in response to the council's grievance and disciplinary procedure and act accordingly.6. Appoint an Appeals Panel and its Chairman, when required by the Grievance and Disciplinary Procedure. If a grievance has been raised against a council member, that member will be excluded from membership of both Staffing Committee and Appeals Panel.7. Clarify the Terms of Reference for the Appeal Panel, which will include the requirement that all recommendations are directed in the first instance to the Staffing Committee.8. Consider recommendations from the Appeal Panel and act accordingly.9. Alter these Terms of Reference if there is insufficient number of 'untainted' members to form an Appeal Panel.10. To manage long term sickness and incidents at work in line with the Council's agreed policies.11. Review all policy issues relating to staff on biennial basis.12. <u>Reporting Procedures</u> The Staffing Committee Chairman shall be responsible for bringing forward reports to the Council meeting following the Committee Meeting to update Council on issues or action taken. The Chairman and the Parish Clerk shall ensure that any specific matter which requires the consent of Council shall be placed on the Council Agenda as a separate item.
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Staffing Committee members are reminded of:

1. The legal framework that exists for good practice in employment matters;
2. The confidential nature of employer/employee matters and that items for consideration may require the committee to resolve to exclude the press and public from meeting;
3. The national negotiated (NALC and ALCC) model contracts and terms and conditions for the employment of the Parish Clerk, adherence to which Honeybourne Parish Council has agreed;
4. The Member- Officer Protocol, available as a policy document; and other related staffing policies.
5. Staff management is facilitated by the understanding that Council Chairman is the Parish Clerk 'line manager' and the Parish Clerk manages all other staff, if any.