

MINUTES OF STAFFING COMMITTEE 19<sup>th</sup> January 2019 9a.m.

1) ELECTION OF CHAIRMAN

Cllr Rob Reed was nominated by Cllr Gail Wakeford and seconded by Cllr Harriet Fischer.  
Unanimously agreed

2) APOLOGIES FOR ABSENCE

There were no apologies for absence

3) DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations

4) CONFIRMATION OF MINUTES OF STAFFING COMMITTEE 17 May 2018

These were accepted as accurate proposed by Cllr GW seconded Cllr RR

5) OPEN SESSION

There were no public present

6) REVIEW THE NEED FOR A HARRASSEMENT POLICY

The committee agreed to propose the adoption of a protocol policy to full council to comply with employers duty of care.

- a) To accept officer/member protocol issued by SLCC adding section 4 and 5 of SWP Bullying and harassment definitions. Proposed Cllr GW seconded Cllr HF

Proposal to exclude press and public due to confidential items

Proposed by Cllr GW seconded Cllr HF motion passed unanimously

7) REVIEW OF COMMUNICATIONS

a) Proposal by Cllr GW seconded by Cllr HF that for clarity any e-mail sent on behalf of the committee be agreed by all members. Unanimously agreed

- b) Proposal by Cllr GW seconded by Cllr HF to ask that the draft minutes on Jan full PC meeting be changed- Item 10 Parish Council Matters 'Clerk to book risk assessment training - Andrew Doble to carry forward. The Staffing Committee to review policy and procedures.' Unanimously agreed

- c) Proposal by Cllr GW seconded by Cllr GF to ask full council to discuss communications between staff, Clls and members of the public. To aid communication we should re-issue Clls code of conduct. Unanimously agreed
- d) Propose to PC by Cllr GW seconded by Cllr RR that no Clls or clerks e-mails are copied/pasted but forwarded in full for clarity

8) TO REVIEW STAFF APPRAISAL

Committee to note the appraisal due Jan 2019 has not been done, to apologise to the clerk, and to complete appraisal as early as possible depending on her availability. Proposed Cllr RR seconded Cllr GW.  
Unanimously agreed

9) TO CONSIDER UPDATING CONTRACT OF CLERK

Contract and RFO duties considered. Proposal to put these before full council on 5 Feb 2019 for adoption, and to ask the clerk to leave the room whilst contract and duties are considered in line with best practice.  
Proposed Cllr RR seconded Cllr GW

Items for next agenda

No items identified

Time & Date of next meeting

To be agreed at a later date

Meeting closed at 11.10a.m.