

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Staffing Committee  
Held on Wednesday 19<sup>th</sup> October 2022, commencing at 6.00pm  
At Four Marks Village Hall, Lymington Bottom**

<b>MEMBERS PRESENT:</b>	<b>Cllr Sally Duncan (Chairman), Cllrs John Davis and Reg Pullen</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie, Executive Officer (EO)</b>
	<b>No members of the public</b>
<b>APOLOGIES:</b>	<b>None</b>

As this is the first meeting of this Committee following its creation, the first item was to elect a chairman.

**22.01 SC TO ELECT A CHAIRMAN OF THE COMMITTEE**

Cllr Duncan was nominated to take the role of chairman by Cllr Pullen, which was seconded by Cllr Davis. Cllr Duncan accepted the nomination and took the Chair.

**22.02 SC APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**22.03 SC OPEN SESSION – PUBLIC PARTICIPATION**

There were no members of public in attendance, and with no matters raised by other attendees, the meeting opened at 6.05pm and Standing Orders were applied.

**22.04 SC DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were no declarations of interest.

**22.05 SC TERMS OF REFERENCE**

There was a short discussion on the purpose of the Committee which in turn led to the Terms of Reference being reviewed and amended. The EO raised a query from Cllr Foster with reference to confidential minutes not being circulated to Full Council, however confirmed that all Minutes should be circulated to Full Council, but any sensitive information would not be included in Minutes for the public domain and recorded separately. Amendments were agreed as follows:

Membership

Point 1.d was changed, as it was agreed that neither the Chairman nor Vice Chairman should be members, even as ex officio, of this Committee, to enable separate communication if the staffing issue involves a Staffing Committee member. It was agreed that a reserve member should be appointed, and this would be proposed at the next Full Council meeting.

Conduct of meetings

It was agreed that the committee would meet annually in February, after staff appraisals had taken place, or ad hoc, as necessary, in the case of an issue arising during the Council year.

Delegated powers and obligations

- 4.e the words 'and benefits' would be included after pay scales.
- 4.f the words 'including for pension and pay and for health and safety' to be removed.
- 4.i to merge with 4j, adding 'including' and removing 'To review'. Dignity at Work to be included.
- 4.n (now m) to add 'any potential or actual' after 'To manage'.
- 4.o (now n) add 'any' after and, and change 'and' to 'or' to make the sentence grammatically correct
- 4.p delete point, as this is carried out by the Executive Officer as staff line manager.
- 4.q (now o) change 'on' to 'of' and change 'of' to 'the' and remove the words 'above the committee's delegated authority level'. £1000 agreed as delegated authority level.

4.r (now p) remove 'sub-committee' as deemed unnecessary.

All the points from 4j changed accordingly.

Cllr Davis raised a query on staff presence in the parish office, although agreed not a terms of reference issue, a brief discussion took place, where it was agreed that due to the nature of the job, and hours worked, it just wasn't possible to ensure that there was always a member of the staff in the office. It was subsequently agreed that a notice to that effect would be put on the door, with contact details for any emergencies.

**22.06 SC TO AGREE FREQUENCY OF MEETINGS**

It was agreed to meet annually, in February, after the staff appraisals have taken place and review any action required by the Committee. The next meeting was agreed as Wednesday 15<sup>th</sup> February 2023, at 6.00pm to precede the Full Council meeting. Any recommendations would be presented at the Full Council meeting to be held in March.

**22.07 SC** Next meeting. Wednesday 15<sup>th</sup> February 2023 at 6.00pm.

**22.08 SC** The Chairman closed the meeting at 6.50pm.