

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Staffing Committee
Held on Wednesday 7th August 2024 at 6.00pm at Benians Pavilion.**

MEMBERS PRESENT: Cllrs R Pullen, Gebbett, McAllister, Coulson.
IN ATTENDANCE: Jo Tsigarides Clerk
APOLOGIES: None

24.09 SC ELECTION OF CHAIRMAN

On the proposal of Cllr McAllister, which was seconded by Cllr Coulson and with all Councillors in agreement, it was **RESOLVED** to appoint Cllr R Pullen as Chairman of the Staffing Committee.

24.10 SC OPEN SESSION/PUBLIC PARTICIPATION

No items were raised, and the Open Session concluded at 6.01pm. Standing Orders were applied.

24.11 SC DECLARATIONS OF INTEREST

There were no declarations of interest.

24.12 SC COMMITTEE MINUTES

On the proposal of Cllr Coulson, which was seconded by Cllr McAllister, it was **RESOLVED** to approve the Minutes of the Staffing Committee held on the 17th April 2024.

24.13 SC TERMS OF REFERENCE

24.13.1 To review Committee Terms of Reference

There were no suggested amendments to the Terms of Reference which would be presented to the Full Council on the 18th September 2024 for adoption.

24.14 SC POLICY REVIEW

Prior to the policy review, the Committee discussed the frequency of review and concluded that an annual review would continue to ensure that policies remain up to date. Any policies from this review would be presented to the Full Council on the 18th September 2024 for adoption.

24.14.1 Absence Management

No changes were made.

24.14.2 Dignity at work policy

Some title changes were required.

24.14.3 Grievance Policy

No changes were required.

24.14.4 Health and Safety in the workplace

No changes were required but the Clerk advised that the Chairperson of the Council had been asked to carry out Risk Assessments on staff working arrangements both in the office and at home.

24.14.5 Lone Worker Policy

This policy would be updated to include provision of a lone working personal alarm which was now in use.

24.14.6 Staff Appraisal Scheme

The scheme and current appraisal process were discussed, with Councillors agreeing that the current policy and appraisal form were suitable.

24.14.7 Training and Development Policy

No changes were made.

24.15 Next Scheduled meeting: TBC

24.16 Meeting Closed at 6.21pm.