



Studley Parish Council

Minutes of Staffing Committee meeting

24th August 2021, 6.30pm Council Chamber

Committee members present Cllrs A Smith, Chairman; J Beard, P Hencher-Serafin, M Osborne

In attendance Cllr C Summers (Non-committee member of the council)
Gill Lungley, Support Officer

Min #SC025 Agenda item 1 - Chairman's welcome
Cllr A Smith welcomed all to the committee meeting.

Min #SC026 Agenda item 2 - Apologies
None; all committee members present. It was noted Sandra Crofts had resigned from the council.

Min #SC027 Agenda item 3 - Declarations of Interest
None.

Min #SC028 Agenda item 4 - Grant of dispensation following declaration of interests
None

Min #SC029 Agenda item 5 - Public Forum
No non-committee member wished to speak.

Min #SC030 Agenda item 6 - Approval of draft minutes from previous meeting
Notes from the meeting held 22nd July 2021 had been circulated.
RESOLVED to adopt the notes of the previous meeting as a true record of what took place.

It was noted the HR consultant is to be asked to advise on review of the council's grievance and disciplinary procedures. Cllr Osborne had recently attended a webinar on such matters and was pleased to note the council's procedures are in line with recommendations.

Min #SC031 Agenda item 7 - To resolve to close the meeting for the discussion of confidential business, public knowledge of which could be prejudicial to the public interest.
Public Bodies (Admission to Meetings) Act 1960 s1(2).

It was agreed to exclude members of the public for discussion of matters relating to appointment of staff. As the council's Chairman the non-committee member was asked to remain in the meeting.

Min #SC032 Agenda item 8 - To receive an update on the recruitment progress and agree next steps
The closing date for receipt of applications for the clerk's vacancy is Friday 27th August and a copy of each application would be forwarded to the committee members along with the spider graph for preliminary review. Members discussed the possibilities for staffing the office going forward.

Min #SC033 **Agenda item 9 - Members to raise items for consideration at the next meeting.**
None put forward at this time.

Min #SC034 **Agenda item 10**
To agree date and time of next committee meeting.
To meet again on 2nd September 2021, 2pm
This meeting ended at 20.00hrs

Signed Date.....
Chairman, Staffing Committee