

# **SALTFORD PARISH COUNCIL STAFFING COMMITTEE MINUTES - 13 August 2019**

**Present: Councillors Marie Carder, Duncan Hounsell, Jon Godfrey and Chris Warren.**

## **1. ELECTION OF CHAIR**

Cllr Jon Godfrey was elected as Chair of Staffing Committee.

## **2. MINUTES**

The minutes of the previous Staffing Committee meeting were confirmed as a correct record.

## **3. APOLOGIES FOR ABSENCE**

No apologies were received.

## **4. DECLARATIONS OF INTEREST**

No interests were declared.

## **5. PUBLIC TIME**

No members of the public were present.

## **6. CHAIR'S ANNOUNCEMENTS**

The Chair announced that the Clerk had achieved the Certificate in Local Government Administration and as such that SPC would adopt the General Power of Competence at its meeting on 3<sup>rd</sup> September 2019.

## **7. HEALTH AND SAFETY POLICY**

Cllrs resolved to accept suggested updates to the 2015 Health and Safety Guide (renamed 'SPC Health and Safety Policy').

## **8. TRAINING AND DEVELOPMENT POLICY**

Cllrs resolved to adopt the SPC Training and Development Policy.

## **9. STAFFING COMMITTEE TERMS OF REFERENCE**

Cllrs reviewed the Staffing Committee Terms of Reference and agreed that no updates were required.

## **10. RESOLUTION TO EXCLUDE THE PUBLIC**

No members of the public were in attendance.

## **11. STAFF APPRAISAL**

It was resolved that the Chair would meet the Clerk in August to conduct the annual staff appraisal. It was agreed that 1:1s with the Clerk would take place on a three-monthly basis.

## **12. STAFF TRAINING AND DEVELOPMENT**

It was agreed that the Clerk would be encouraged to present training and development opportunities to Staffing Committee as appropriate, based on need and opportunity, especially with regards to courses and conferences run by ALCA and NALC.

## **13. FUTURE MEETINGS**

It was resolved that Staffing Committee would meet every six months.

It was also agreed that Staffing Committee would create a sub-committee to discuss and resolve confidential staffing matters, and that the Chair of Staffing Committee will request delegated powers for the sub-committee at the next full council meeting.

**14. STAFFING MATTERS OF URGENT INFORMATION**

None reported.

The meeting closed at 19.52 pm.

Chair's signature..... Date confirmed and signed...../...../.....

DRAFT