

GLENFIELD PARISH COUNCIL

Park House, Stamford Street, Glenfield, Leicester, LE3 8DL
Telephone: 0116 231 2498



Minutes of a meeting of the **Staffing Committee** held in the Main Hall at Park House, Stamford Street, Glenfield, Leicester, LE3 8DL on

Wednesday 2nd January 2019 at 5.00 pm

Cllr. T. Abbott
Cllr. R. Bowers (Acting Chair)
Cllr. N. Chapman
Cllr. R. Denney
Cllr. S. Thornton

Also in attendance – Beverley Greenwood, Parish Manager

Not Present: Cllr. N. Cox (apologies received)
Cllr. J. Springthorpe (apologies received)

STF/32/18-19

Apologies

Apologies had been received from Cllr. Nick Cox due to a personal commitment and from Cllr. John Springthorpe due to illness. These were noted.

The members wished Cllr Springthorpe a speedy recovery.

STF/33/18-19

To receive disclosures of interests from members (i.e. the existence and the nature of those interests in respect of items on this agenda).

Nil pecuniary interests from members.

STF/34/18-19

Minutes Part 1

RESOLVED to approve as a true record of proceedings and sign the minutes of the meeting of the Staffing Committee held on Thursday 11th October 2018.

STF/35/18-19

Public Participation

There were no members of the public present.

STF/36/18-19

Terms of Reference

Due to the absence of Cllr. Springthorpe, Chair of the Staffing Committee, the Committee's Terms of Reference were deferred for discussion until the next meeting of the Committee.

STF/37/18-19

Policies and Procedures

a) **RESOLVED** to **RECOMMEND** to re-adopt the "*Equal Opportunities Policy*" with amendment;

b) **RESOLVED** to **RECOMMEND** to re-adopt the "*Volunteer Policy*" without amendment'

c) **RESOLVED** to approve the *Register of Gifts and Hospitality* for the year 2018/19

as at Jan 2019 with an amendment to a heading in the “Register to read “Accepted/Declined”.

At 5.15 pm it was RESOLVED that in accordance with the Public Bodies (admission to Meetings) Act 1960 s.1(2) and the Local Government Act 1972 s100 (2) the following agenda item was to be considered with members of the public and press excluded from the meeting for the reason that matters appertaining to employment of staff are of a confidential nature.

STF/38/18-19 **Minutes Part 2**

RESOLVED to approve as a true record of proceedings and sign the closed session minutes of the meeting of the Staffing Committee held on Thursday 11th October 2018 subject to the following amendment:

Page 22, last para – to read “*on-going staffing matter*”.

STF/39/18-19 **Staffing Matters**

a) The Parish Manager gave an update in respect of an on-going staffing matter and a discussion ensued. **RESOLVED** to continue to act on the advices received and to continue with the procedural arrangements in respect thereof.

The Parish manager also advised of the Deputy Clerk’s recent success in completing her CiLCA qualification within her first twelve months of employment. **RESOLVED** to administer the procedural arrangements in respect thereof.

b) **RESOLVED** to defer further discussion in respect of changes to an employee’s job description and particulars of employment, until further advices from the affected employee had been received by the Committee.

STF/40/18-19 **Date of next meeting**

The date of the next meeting of the Committee will be advised in due course.

The meeting closed at 5.40 pm

Signed..... Dated.....
Chair