



MINUTES OF A MEETING OF MARKFIELD PARISH COUNCIL

STAFFING COMMITTEE HELD ON

17TH JULY 2024 AT 10.00 AM IN MARKFIELD COMMUNITY LIBRARY

Councillors present: Cllrs M Bowler, L Norris, (in the Chair), D Sprason

Officer present: T McLean (Parish Clerk/RFO)

Members of the Public: None

ACTION

116. ELECTION OF CHAIRMAN & VICE CHAIRMAN

RESOLVED that Cllr L Norris be elected as Chairman for the period 17th July 2024 until May 2025.

RESOLVED that Cllr D Sprason be elected as Vice-Chairman for the period 17th July 2024 until May 2025.

117. APOLOGIES

None.

118. DECLARATION OF INTERESTS

There were no declarations of interest in any items on the agenda.

119. STAFFING TERMS OF REFERENCE

Members received Staffing Committee Terms of Reference. Members **RESOLVED** that minor changes be made to the Terms of Reference and for them to be taken to the next Full Council Meeting for approval.

120. POLICIES

Members **RESOLVED** that the following policies be reviewed and amended as necessary, as a matter of urgency:

- Disciplinary & Grievance Policy (last updated 2021)
- Training at Work Policy (last updated 2021)

Members **RESOLVED** that a Whistleblowing Policy for staff and members be created.

Members **RESOLVED** that the following policies be reviewed and amended as the Clerk's time allowed:

- Dignity at Work Policy (last updated 2021)
- Equality, Diversity & *Inclusion* Policy (last updated 2021)
- Lone Working Policy (last updated 2021)
- Health & Safety Policy
- Absence Management Policy
- Drug & Alcohol Misuse Policy

121. DATE OF NEXT MEETING

17th October 2024 at 10.00 am

122. TO EXCLUDE THE PRESS & PUBLIC TO CONSIDER CONFIDENTIAL MATTERS

RESOLVED: It was AGREED to pass a resolution to consider confidential staffing matters (Public Bodies Admission to Meetings Act 1960)

123. EXEMPT STAFFING MATTERS

Refer to exempt file note.

The Chairman closed the meeting at 11.45 am

CHAIRMAN'S SIGNATURE:

DATE: