



Website: www.whitwickpc.org.uk

28 July 2022

To: The Chairmen and Members of the Staffing Committee

(Cllrs P Moulton, J Straw, M Wyatt – Reserve any councillor if requested)
(copied to all parish councillors for information)

Dear Members,

I hereby summon you to attend a Meeting of the **Staffing Committee** to be held at **6.00 pm on Thursday, 4 August 2022 (Park Hall, Whitwick Park, North Street, Whitwick)**, for the purpose of transacting the following items of business.

Yours faithfully

A handwritten signature in cursive script that reads 'Cathy Tibbles'.

Cathy Tibbles, PSLCC
Parish Manager

*Members of the public are welcome to attend and observe the meeting.
Questions may be asked under the appropriate item if matters fall within the remit of the Committee.*

AGENDA

2909. ELECTION OF COMMITTEE CHAIRMAN

2910. APOLOGIES FOR ABSENCE

2911. DECLARATIONS OF INTEREST

To receive declarations of interests in respect of items on the agenda. Members are reminded that they must declare whether the interest is a 'disclosable pecuniary interest' (in which case you must leave the meeting while that item is under discussion) or a 'disclosable non-pecuniary interest' (where you may remain in the meeting, vote and speak on the matter unless to do so would compromise your impartiality or other obligations set out in the Code of Conduct).

Parish Manager: Cathy Tibbles, Whitwick Community Office,
3a Market Place, Whitwick LE67 5DT
(Tel: 01530 459527) (Email: clerk@whitwickpc.org)

2912. PUBLIC QUESTION AND ANSWER SESSION

2913. MINUTES

Members to approve the minutes of the last Staff Committee meeting held on 10 February 2022 (previously circulated).

Members' instructions are requested.

2914. TERMS OF REFERENCE

To review the terms of reference for the Committee and if required submit recommendations for any changes to the council (see attached).

Members' instructions are required.

2915. EXCLUSION OF PRESS AND PUBLIC

Members to consider, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, whether the public and press is excluded from parts of the meeting below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Members' instructions are required.

2916. OTHER MATTERS FOR FUTURE AGENDA

Members to suggest other matters for consideration at the next meeting, in accordance with the terms of reference.

Members' instructions are requested.

2917. STAFF MATTERS

Members to discuss Staff Matters with the Parish Manager, including:

- a) Recruitment and management of the temporary administrative vacancy to address the longstanding backlog of work and temporary reduced hours of the Parish Manager while recovering from illness by taking of TOIL;
- b) updating of Parish Manager's TOIL/annual leave records that are regularly submitted for scrutiny and authorisation to Committee members;
- c) any questions on day-to-day staff matters that the Parish Manager is dealing with.

Members' questions are invited.

*Date of next meeting: Thursday 15 December 2022 at 7 pm
Thursday 9 March 2023 at 7 pm*

N.B. All Minutes are deemed as draft until formally approved and signed.

MINUTES of the STAFFING COMMITTEE held on THURSDAY 10 FEBRUARY 2022 at 7.00 pm in Park Hall, Whitwick Park, off North Street, Whitwick.

Present: Councillor T Gillard (Chairman)

Cllrs L Collins, J Straw (reserve member asked to attend)

In Attendance:

Mrs. C Tibbles PSLCC, Parish Manager/Responsible Finance Officer

1 member of the public

2808. APOLOGIES FOR ABSENCE

Cllr L Spence.

2809. DECLARATIONS OF INTEREST

None.

2810. PUBLIC QUESTIONS AND ANSWER SESSION

None.

2811. MINUTES

Resolved that the minutes of the meeting held on 25 August 2021 be approved as a correct record.

2812. OTHER MATTERS FOR FUTURE AGENDA

The Chairman asked that at the next meeting a date be set for the appraisal of the Parish Manager so that requirements would be met.

2813. EXCLUSION OF PRESS AND PUBLIC

Not required.

2814. STAFF MATTERS

Members noted/**resolved:**

- a) **that the splitting of the maternity vacancy into two positions of 7 and 6 hours respectively was no longer necessary as the part-time Deputy Parish Manager was able to accommodate the full additional 13 hours per week.** The Parish Manager commended Mrs. McLean as eminently capable and committed in her role, with full support for this option. In response to a question, the Parish Manager clarified protocols for access to staff information by councillors and undertook to circulate a copy of the draft maternity contract, with a comparative standard contract, prior to being issued by her; the Chairman asked that until the annual review of membership by the Council in May, Cllr Straw

N.B. All Minutes are deemed as draft until formally approved and signed.

be invited to future Staffing Committee meetings because her relevant employment knowledge and experience was a great benefit;

- b) in accordance with the terms of reference as Line Managers, members took the opportunity to discuss with the Parish Manager her future plans to manage the Community Office in regard to potential relaxation of covid restrictions. Members endorsed the cautious approach that she would continue to adopt;
- c) **that the council should consider a suggested appointment system for councillors when they needed to see the Parish Manager, as this could be of mutual benefit and help management of multiple tasks in the Community Office.** The Parish Manager undertook to place this on the next council agenda.

Full signature of Chairman: Date:

The meeting terminated at 7.23 pm.

Date of the next meeting: Thursday 23 June 2022 at 7 pm.

WHITWICK PARISH COUNCIL

TERMS OF REFERENCE AND DELEGATED POWERS

Name of Committee **Staffing Committee**

Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 3 members appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

Functions, delegated responsibilities/authority and powers

Committee is responsible for dealing with Parish Manager appraisals, institute disciplinary procedures and hear grievances of members of staff and the Parish Manager.

Dismissal of the Parish Manager can only be undertaken on recommendation to, and with agreement of the full council (with the Appeals Committee not in attendance).

Parish Manager carries out all communications with members of staff. They will be first contact to deal with potential issues.

The Parish Manager is responsible for day-to-day matters involving staff, including authorising their holidays and time off as well as the work to be completed. The salary payments are organised through the Parish Manager and the external Payroll assistant. The Parish Manager will carry out the appraisals of staff.

To delegate the Parish Manager, as Line Manager for staff, the authority to suspend staff if necessary under the disciplinary process while an investigation is carried out.

The Committee will instruct when new job roles are to be advertised and the terms of that position. Member(s) will also be invited to accompany the Parish Manager for job interviews.

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

Meeting venue and frequency

Meetings are scheduled according to need/agreed schedule at Park Hall or at the Community Office.

Officers requested to attend

Parish Manager

Reviewed by Councillors annually at first meeting following May

Signed by:

Print Name.....Signature..... Date.....
Chairman of Committee

Print Name.....Signature..... Date.....
Member

Print Name.....Signature..... Date.....
Member

SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the signed form be held in the Minute Book.