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4th March 2024

**To: The Chairman and Members of the Staffing Committee**

(Cllrs P Moulton, A Barker, A Roach – reserve is any councillor if requested)

(Copied to all councillors for information)

Dear Members

I hereby summon you to attend a meeting of the **Staffing Committee** to be held at **11.00am on Monday 11<sup>th</sup> March 2024** at **Park Hall, Whitwick Park, North Street, Whitwick, LE67 5HB** for the purpose of transacting the following items of business.

Yours faithfully

Sharon Kaye  
Parish Manager

<b>AGENDA</b>	
<b>3491</b>	<b>ELECTION OF COMMITTEE CHAIRMAN</b>
<b>3492</b>	<b>APOLOGIES FOR ABSENCE</b>
<b>3493</b>	<b>DECLARATIONS OF INTEREST</b>
	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 'registerable 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).
<b>3494</b>	<b>PUBLIC QUESTIONS AND ANSWER SESSION</b>
<b>3495</b>	<b>MINUTES</b>
	Members to approve the minutes of the last Staff Committee Meeting held on 7 <sup>th</sup> August 2023 (previously circulated).
	<b><i>Members' instructions are requested.</i></b>

<b>3496</b>	<b>TERMS OF REFERENCE</b>
	To review the terms of reference for the Committee and if required submit recommendations for any changes to the Council (see attached).
	<i><b>Members' instructions are required.</b></i>
<b>3497</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>
	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.
	<i><b>Members' instructions are required.</b></i>
<b>3498</b>	<b>STAFF MATTERS</b>
	Members to discuss Staff Matters with the Parish Manager, including:
	a) Handover – Acting Parish Manager to Parish Manager update
	b) Office Decoration / Closure
	c) IT Equipment
	d) Finance update & upcoming financial Year End and Audit
	e) Parish Warden duties and KPI audit
	f) Review of staffing, contracts and job descriptions
	g) Toil time
	h) Timesheets and payments
	i) Staff Rotas and Plan of Work
	j) Clerk Delegated Authority Review
	k) Staff Training
	l) Employment Policy
	m) Schedule of Meetings
	<i><b>Members' questions are invited.</b></i>
<b>3499</b>	<b>OTHER MATTERS FOR FUTURE AGENDA</b>
	Members to suggest other matters for consideration at the next meeting.
	<i><b>Members' questions are invited.</b></i>

## PARISH COUNCIL MEETING

**N.B. THIS IS A PUBLIC MEETING AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. There is information available to members of the public that explain the regulations that apply to this meeting.** Public participation is limited to the item for Public Questions only.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a public meeting and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

**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.

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.