

Review appointment Staffing Committee and Staffing Focus Group

Relevant Standing Orders

Standing Order 10a(ix)

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

ix - to appoint a committee or sub-committee and their members;

Standing Order – 7 Previous Resolutions

- a) A resolution shall not be reversed within six months except by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

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- **025-70 on the 6th Jan 2025** agreed a staffing committee as per SO 10a(ix). Members *Cllr C Cassapi, Cllr K Hawkes, Cllr R Foster and Cllr S Storrie*

The Staffing Committee should consist of at least three Councillor's. It usually meets once a year and is concerned with all aspects of the Council as an employer. It deals with staff performance and recommends any alterations in salary to the Full Council. It also deals with pensions, disciplinary procedures and complaints. These matters are always considered in confidence in a closed session.

- **2025-81 on the 16th Jan 2025** Council appoints a Staffing Focus Group on the advice of the clerk. Members *Cllr D Allan, Cllr C Cassapi and Cllr J Stokes*.

At the meeting we were advised by the clerk that having a Staffing Committee would incur more work, as an agenda and minutes would be required. We did not question we had already appointed a Staffing Committee and accepted the clerks advice, when in fact we had gone against our Councils Standing Order on this previous resolution.

At the meeting of the 16th January the Council according to Standing order 7 should not have revoked item 2025-81 before six months had past. The council has acted without full information on 16th January 2025.

The motions to change the Staffing Committee to a Staffing Focus Group should have been addressed through SO 7a with a request for a special motion from the required number of

Councillors in advance of the meeting. However, advice provided by the clerk was flawed and was voted on again.

Standing Order 7 is there to prevent matters coming back once they have been dealt with, unless there is good reason or something new to inform the council's decision.

Standing Orders in themselves do not include any provisions to challenge decisions that may have been made outside council's own rules.

Options

- Appoint Staffing Focus Group as per 16th January 2025

Working groups are not constituted as committees, therefore legally, they do not have the power to make decisions or spend money. Instead working groups act in a purely advisory role.

Working group meetings are relatively informal. They provide time and space for exploratory and detailed discussions, and the time to reflect and check facts before the group makes recommendations to the Parish Council.

Implications for a Staffing Focus Group, if they are not relevant to policies in place, then the item needs taking back to Full Council as all decisions need to be made by Full Council, and does not enable appointment of a subcommittee when required.

Or

- Appoint staffing committee as per 6th January 2025

Agrees with policies in dealing with employment matters with increased confidentiality. Can appoint subcommittee to deal with certain matters.

A staffing committee on a parish council is important for managing and supporting staff, including recruitment, training, and performance, ensuring efficient and effective service delivery to the local community.

Here's a more detailed breakdown of the reasons:

- **Manages and Supports Employees:**

The committee focuses on the council's employees, including the clerk (or other staff), ensuring they have the necessary resources and support to perform their roles effectively.

- **Handles Staffing Matters:**

The committee addresses all aspects of staffing, including recruitment, performance management, training, and addressing employee issues.

- **Ensures Staff Training and Development:**

The committee is responsible for managing staff training and development, ensuring staff have the skills and knowledge they need to perform their duties effectively.

- **Manages the Clerk:**

In many cases, the committee provides direct line management for the Clerk.

- **Reviews Contracts and Policies:**

The committee regularly reviews contracts, staffing policies, and procedures to ensure they are up-to-date and compliant with relevant legislation.

- **Monitors Staff Performance:**

The committee may monitor staff performance and address issues such as regular or sustained staff absence.

- **Recommends Salary Changes:**

The committee may recommend salary changes or adjustments to the full council, ensuring that staff are fairly compensated.

- **Handles Disciplinary Procedures and Complaints:**

The committee is responsible for handling disciplinary procedures and addressing any complaints regarding staff members.

- **Provides Direct Line Management:**

The committee provides direct line management for the Clerk and may provide line management for other staff.

Chair – S Storrie
Stretton Parish Council