



LISS PARISH COUNCIL

Minutes of the Staff Committee held at 10am on 9th April 2024 in the Council Room.

Members: *Cllr K. Budden (Chair), *Cllr C. Olley, *Cllr C. Williams

*Present

Clerk: S. Smith

01/SC/24 Apologies: There were no apologies.

02/SC/24 Declarations on interests: There were no declarations of interest.

03/SC/24 EXEMPT session

Resolved: That the following items be taken in exempt session due to the personal and confidential nature of the business to be discussed (proposed by Cllr Williams and seconded by Cllr Olley with all in favour).

04/SC/24 Minutes of meeting of 9th August 2023 and mater arising

Resolved: That the minutes of the meeting of 9th August 2023 be agreed as a correct record and signed by the Chair (proposed by the Cllr Williams and seconded by Cllr Olley with all in favour).

05/SC/24 Current staffing issues

Members noted that Paul Knibbs had submitted his resignation effective 28th June 2024.

It was resolved that:

- a) That, following Paul Knibbs' departure, Assistant Groundsman Jed Deane would become Groundsman. The Clerk advised that training had been underway as part of succession planning for the role during the past 18 months or so. The Clerk advised that Jed had confirmed that he would be happy to take on this role in addition to his role as Caretaker to the Village Hall. The risk assessment for the post would be updated and undertake any necessary actions such as the provision of training and protective equipment.
- b) Pete Ryan would provide support to Jed Deane as needed, particularly where tasks required two people. The Clerk advised that Pete had confirmed he would be happy to take on this role. The risk assessment for the post would be updated and undertake any necessary actions such as the provision of training and protective equipment.
- c) Katrina Burns would become a permanent member of staff (her contract was initially for two years until 19th April 2022 and had then been extended by a further year).

The changes in staff positions were proposed by the Chair and seconded by Cllr Olley with all in favour.

- d) Some other staff issues were discussed but the minutes are exempt due to the personal and confidential nature of the business discussed.**

06/SC24 Schedule for staffing policy reviews

The Clerk advised that the staff policies still needed revision and she hoped to find time to do these in the near future. She added that the Hampshire Association of Local Councils had advised that the Remuneration Policy was not required as it duplicated information found elsewhere. This left the following policies for review:

- a) Disciplinary Policy
- b) Sick Absence Policy
- c) Grievance Procedure

07/SC/24 Committee Terms of Reference

The Clerk advised that feedback from the Local Council Award Scheme indicated that the Staff Committee should not be a closed committee with only members able to attend. Instead, it was felt that the minutes should be publicly available where possible, although some minutes would remain exempt due to the personal and confidential nature of the business discussed.

Resolved: That the Staff Committee Terms of Reference be amended to remove the following reference: “Due to the sensitive and personal nature of its business the Committee is a closed committee with only Committee Members to attend.” This would be put to the May Annual Council on 20th May 2024 for formal approval (proposed by the Chair and seconded by Cllr Olley with all in favour).

Date of next meeting: Summer/ Autumn 2024 (tbc)

Signed..... Date.....