



## Millbrook Parish Council Minutes of Staffing Committee meeting held on Monday 13<sup>th</sup> February 2023 at 5:00pm Venue: Millbrook Village Hall, Attic Room

Councillors present: Cllrs S Lewis (Chair of the Staffing Committee), N Roberts. H Wood.  
In attendance: Mrs K Heald, Parish Clerk

Councillor Lewis opened the meeting at 17:06

**1. Apologies for absence**

Apologies received from Cllr Beadnall. Cllr Wilton was absent from the meeting.

**2. Exclusion of public and press from the meeting.**

No members of the public present.

**3. Update on staff appraisals**

The Clerk has completed the staff appraisals. No concerns raised.

**4. Review of staff holiday entitlement for the year 2023-24**

The holiday entitlement records were noted. It was that leave It was noticed the Clerk's annual leave being carried over is reducing year on year.

It was proposed by Cllr Lewis and seconded by Cllr Roberts that the leave not taken during 2023-24 would be carried over to the next financial year. **Carried unanimously.**

**5. Policies and procedures**

**i) To review the Parish Council's Disciplinary policy**

Cllr Roberts recommended the following amendments:

- End of page one: Amend '*employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official – any investigatory, disciplinary or appeal meeting*' and replace with '*may be accompanied by a companion who may represent them if they are suitably qualified.*'
- Amend the sentence '*if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date*' to '*unless reasonable not to permit a later date*'
- Amend 'any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council'. Instead of the Council state '*Chair of The Staffing Committee and Chair of the Council*'
- Remove reference to employees medical condition for the sentence '*audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited,*



*unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition'.*

- Paragraph 15 – disciplinary investigations. Inconsistent pronouns. Change to gender neutral.
- Paragraph 26 – remove 'e.g.' for 12 months.

It was proposed by Cllr Lewis and seconded by Cllr Wood the Staffing Committee approve the recommended changes as presented by Cllr Roberts.

ii) **To review the Parish council's Sickness & Absence policy.**

Cllr Roberts recommended minor adjustments, which include grammatical errors. It was proposed by Cllr Wood and seconded by Cllr Lewis that the Council accepts these changes.

**Resolved.**

iii) **To review the Parish Council's Health & Safety policy.**

It was proposed by Cllr Wood and seconded by Cllr Lewis that the Staffing Committee recommends the Health & Safety policy as presented, subject to minor grammatical changes.

**Resolved.**

6. **Parish Council's Admin Support Officer:** To consider the employment terms and conditions of the Council's Admin Support Officer and put forward recommendations to the Full Council.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and unanimously agreed by all Councillors that the Staffing Committee recommends Joanna Bennetts (JB) is offered a permanent contract for the position of Admin Support Officer. All agreed that JB has made a valuable contribution to the Council. **Resolved.**

Meeting closed at 17:35

Approved during the meeting held on 21<sup>st</sup> February 2023, Minute 136c.