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To: - Members of the staffing sub committee: Councillors D Garlick, G Garlick, J Meaton, B Stevens and M Stevens.

You are summoned to attend a meeting of the **Staffing Committee** to be held in the Village Hall meeting room, Paulton on **Thursday 19th September at 7.30pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read 'Carol Hall'.

Carol Hall, Parish Clerk

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

AGENDA

1. APOLOGIES FOR ABSENCE

To note any apologies for absence.

2. PUBLIC PARTICIPATION

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. DECLARATIONS OF INTEREST

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. CONFIRMATION OF MINUTES

That the minutes of the Committee's meeting held on 9th July 2019 are approved as a correct record and signed by the Chairman.

5. STANDING ORDER

At the last Staffing committee meeting held on 9th July 2019, a letter was received from 2 Councillors in respect of the previous Clerk (now RFO), it was resolved that Standing Order 14 be reviewed and a recommendation taken to full Council.

The committee now need to review this Standing Order (14.b)

6. ACTIONS FROM MEETING HELD ON 9TH JULY

At the meeting held on 9th July the following was resolved. An update to be provided.

- The Staffing Committee will investigate and work on a plan to improve relationships with the Council.
- The Member Officer Protocol will be reviewed (agenda item 7).
- A conciliation procedure to be produced and put in place to deal with Councillor/Councillor disputes.
- A conciliation procedure to be produced and put in place to deal with Councillor/employee disputes.
- Options for mediation to be sought, if required.

7. MEMBER OFFICE PROTOCOL

To review the Member Officer Protocol to be approved by the full Council.

8. DIGNITY AT WORK POLICY

To consider introducing the above policy to be approved by full Council.

9. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – commercial and staffing matters.

10. REQUEST FROM THE RESPONSIBLE FINANCE OFFICER

To consider a request from the RFO.

11. UPDATE FROM RESPONSIBLE FINANCE OFFICER

The RFO will provide an update on personnel matters.