

Paulton Parish Council

**Minutes of the meeting of the Staffing Committee held on
Tuesday 19th September 2019 starting at 7.30pm in the Meeting Room at the Village Hall**

Present: Councillors D Garlick, J Meaton, B Stevens and M Stevens.

Also Present: Jo Swift and Carol Hall (Clerk and RFO)

113. APOLOGIES FOR ABSENCE

Councillor G Garlick – Chairman course

114. PUBLIC PARTICIPATION

There was none.

115. DECLARATIONS OF INTEREST

There were none.

116. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 9th July 2019 were confirmed as a true record and signed by the Chairman.

117. STANDING ORDER

Resolved to recommend to the full Council that the following changes are made to Standing Order no. 14 (b).

Insert - in the event that the complaint involves the Chairman then the Proper Officer shall notify the Vice-Chairman in the manner set out in 14(b). In the event the complaint involves both the Chairman and the Vice-Chairman then the Proper Officer shall notify the Chairman of the Staffing committee.

118. ACTIONS FROM THE MEETING HELD ON 9TH JULY 2019

The work carried out was discussed and as agreed this will be reported back to the full Council.

119. MEMBER OFFICER PROTOCOL

Resolved – to recommend to the full Council the following changes for approval:

Paragraph 9 – after the word times add *‘this is inclusive of offensive language to or about individuals which will not be tolerated’*.

Paragraph 28 – after the wording ‘Chair of the Council’ insert *‘or the Vice-Chairman and/or the Chairman of the Staffing committee’*.

Paragraph 30 - new paragraph to be added:

Dignity at Work Policy

30. *Employees and Members must also adhere to the Dignity at Work Policy*

120. DIGNITY AT WOK POLICY

That the draft policy, with no changes, is recommended to the full Council for approval.

121. EXCLUSION OF PRESS AND PUBLIC

Resolved – 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 – to progress commercial and staffing matters.

122. REQUEST FROM THE RESPONSIBLE FINANCE OFFICER

Resolved – the RFO is granted permission to do Clerk locum work.

123. UPDATE FROM THE RESPONSIBLE FINANCE OFFICER

An update was provided.

Meeting ended at 8.20pm

Signed Chair.....Date.....