



## Caring for Claygate Village

### DRAFT MINUTES

### STAFFING COMMITTEE MEETING held at 6.30pm on Thursday 11<sup>th</sup> August in Claygate Village Hall.

Chair of the Committee: Michelle Woodward  
Councillors: Brian Rawson, Jo Collon, Gil Bray  
In attendance: Sally Harman (Parish Clerk & RFO)

1. **Apologies for absence**

None received.

2. **To appoint a Chairman of the Staffing Committee for the municipal year 2022/2023.**

Clr Bray proposed Clr Woodward, seconded by Clr Collon.

Clr Woodward was elected Chair of the Staffing Committee by a **unanimous decision**.

3. **Declarations of Interest in items on the agenda.**

None

4. **To confirm the Terms of Reference of the Staffing Committee as approved at the Full Council on the 7<sup>th</sup> July 2022.**

The Terms of Reference of the Staffing Committee as approved at the Full Council meeting on the 7<sup>th</sup> July 2022 were **unanimously agreed**.

5. **To consider whether to put a request to the Full Council to submit a pledge for the civility and respect project a joint venture between NALC, SLCC, OVW and County Secretaries.**

The Clerk had circulated a request from NALC, SLCC, and OVW asking all councils to discuss civility and respect and sign up to pledge that your council will:

- Treat other councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles
- Commit to training councillors and staff
- Sign up to the code of conduct for councillors
- Have good governance arrangements in place
- Commit to seeking professional help at early stages should civility and respect issues arise
- Call out bullying and harassment if and when it happens
- Continue to learn from best practice in the sector and aspire to being a role model/champion council
- Support the continued lobbying for the change in legislation to support the civility and respect pledge including sanctions for elected members where appropriate

They also proposed that CPC should adopt the Dignity at Work Policy which would replace CPC's current Bullying and Harassment Policy.

It was **unanimously agreed** that the Staffing Committee submit a proposal to the full council to sign up to the Civility and Respect pledge and adopt the Dignity at Work Policy.

6. **To resolve on whether the Council will move into closed session to consider a confidential staffing matter in accordance with the Public Bodies (Admission to Meetings) Act 1960. Should this resolution be passed the public and press will be required to leave the meeting at this stage**

It was **unanimously agreed** to move into closed session.

7. **To consider a report from the Clerk on the conduct of the Council as an employer.**  
A report by the Clerk was discussed and action agreed.
8. **To move out of closed session**
9. **Agenda Items for the next meeting**  
It was agreed to add an agenda item to review the outcome of Item 7's agreed actions.
10. **Date and time of next meeting**  
The next Staffing Committee meeting was agreed to be held on the 8<sup>th</sup> September at 18h30.

Meeting Closed: 19h04

**Signed:**

**Dated:**