



St Andrews Parish Council

Draft Minutes of the Staffing Committee Meeting Held on Tuesday 22nd July 2025 at 2:00 pm at Redhouse Community Centre, Swindon

Councillors Present: Steve Heyes, Sue MacDonald, Vince Williams and Debbie Young
Officer Present: Emma Sylvester
Public Present: 0

- 1. In the absence of Jake Chandler, Chairman of this committee it was RESOLVED for Steve Heyes to Chair the meeting.**
- 2. APOLOGIES FOR ABSENCE**
Cllrs Jake Chandler and Paul West
- 3. DECLARATION OF INTERESTS**
None were declared.
- 4. MINUTES**
 - (i) The Clerk report that during her absence minutes had not been formatted correctly and page numbers had not been included.
 - (ii) **RESOLVED** to approve the minutes of the last meeting held on 25th March 2025 as a true record and were signed by Cllr Heyes.
- 5. PUBLIC RECESS**
No public present
- 6. TERMS OF REFERENCE**
 - (i) Members received a copy of the Terms of Reference for this committee and the Clerk reported that the Staffing Committee had been making decisions that it did not have the authority to make. The Clerk reported that Financial Regulations state that committees can only authorise expenditure up to £1000, adding that in such circumstances recommendations are to be made to Full Council who have the authority to make decision of expenditure over £1000.
 - (ii) Members discussed the Terms of Reference
RESOLVED to recommend to Full Council that the Terms of Reference and Financial Regulations are amended to say The Staffing Committee has the authority to spend within budget up to £5000 per member of staff and each matter relating to staff i.e. Occupational Health other staffing matters.

RESOLVED to recommend to Full Council that the Terms of Reference are amended to say that any matter dealt with regarding staffing issues will be in collaboration with the HR supplier.
- 7. APPRAISAL POLICY**
 - (i) Members received a copy of the Appraisal Policy. The Clerk reported that members of staff had missed having an appraisal last year and the current process had received complaints from staff.

RESOLVED

To amend the policy so that staff members only have their appraisal with their line manager and to change the timing of the appraisal to October each year.

8. STAFFING UPDATE

The Clerk reported that during her period of sick leave a number of staffing matters had not been fully addressed and required clarification.

9. STAFF ISSUES

- (i) Staff Roles and Responsibilities

RESOLVED to decline a request from a member of staff for additional hours due to budget constraints and agreed that the staff member's job description would be reviewed to ensure it remains appropriate to the role.

- (ii) Maternity Leave and Pay – Members noted that the Clerk was looking into issues raised.

- (iii) Pension Contributions – Members noted that the Clerk was looking into discrepancies with pension contributions during the financial year 2024/25

- (iv) Redhouse Staff Salaries **RESOLVED** to recommend to Full Council that Redhouse Staff receive salary review.

- (v) Training **RESOLVED** to approve Administrative Officer to study for CiLCA at a cost of £700 and to approve subscription to SLCC at a cost of £255

- (vi) Occupational Health. The Clerk reported that the Council had signed an agreement with Safewell Ltd to carry out occupational health assessments. HR Support. The Clerk reported on quotes received for the provision of HR support. **RESOLVED** to recommend to Full Council that a local company be appointed at a cost of £299 per month.

The meeting closed at 3:45 pm.

Chairman _____

Date _____