

# **Clerks Report: Staffing Committee Meeting 17<sup>th</sup> June 2024**

## **Points of Interest:**

- Clerk's Time Sheets attached to summons email.
  - Toil (Accrued)
    - o 9.5 Hours of toil accrued during April 2024
    - o 1 hour of toil accrued during May 2024 (Current Total 10.5 Hours)
    - o Predicted 3 hours of toil accrued in June 2024 (Predicted Total 13.5 Hours by 30/06/24)
  - Planned Leave (holiday and using toil hours)
    - o 13<sup>th</sup> July 6 Hours (Toil)
    - o 5<sup>th</sup> - 9<sup>th</sup> August (25 Hours Holiday)
    - o 12<sup>th</sup> - 16<sup>th</sup> August (25 Hours Holiday)
    - o 26<sup>th</sup> August (6 hours Holiday)
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## **Agenda Items:**

### **8. Review of the Council's Health & Safety Policy**

***Clerks Recommendation:*** Refer decision to approve the revised document and appendices to full council

### **9. Review of the Council's Dignity at Work Policy**

***Clerks Recommendation:*** No CHANGE

### **10. Review of the Council's Disciplinary Policy**

***Clerks Recommendation:*** No CHANGE

### **11. Review of the Council's Grievance Policy**

***Clerks Recommendation:*** Add Review page

### **12. Review of the Council's Training and Development Policy**

***Clerks Recommendation:*** Remove Reference to finance and staffing committee.

### **13. Review of the Council's Equality & Diversity Policy**

***Clerks Recommendation:*** No CHANGE

**14. Review of the Council's DSE Policy**

***Clerks Recommendation:*** Add reference to Chair of Staffing Committee

**15. To consider recommending an amendment of the TOR to the full council**

***Clerks Recommendation:*** Recommend to Full Council that Section 2.0 is reworded from must include chairman to may include chairman

**16. To consider a schedule of meeting for the year 24/25**

***Clerks Recommendation:***

17 <sup>th</sup> June 2024	Approved at Annual Meeting
16 <sup>th</sup> September 2024	Approved at Annual Meeting
21 <sup>st</sup> October 2024	TBC
18 <sup>th</sup> November 2024	TBC
16 <sup>th</sup> December 2024	TBC
20 <sup>th</sup> January 2025	TBC
17 <sup>th</sup> Feb 2025	TBC