

SELBORNE PARISH COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE
HELD IN THE PAVILION, SELBORNE RECREATION GROUND
ON THURSDAY 8TH FEBRUARY 2024 AT 7.30 PM



Present: Cllr S Bennett, Cllr H Grosvenor (Chair)
Cllr N O'Donnell, Cllr M Turner

Absent: Cllr G Earney

Also present: Liz Ford, Parish Clerk

Cllr Grosvenor, as Chair, advised that the meeting would be recorded.

23.01 Apologies for Absence

Cllr Earney had sent apologies as the fifth member (and Vice Chair) of the Staffing Committee. Cllr McMeekan had also sent apologies.

23.02 Declarations of Interest - None

23.03 Exclusion of Members of the Public and Press

To resolve in accordance with the provisions of section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted

It was **RESOLVED** in accordance with the provisions of section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted (proposed by Cllr Grosvenor and seconded by Cllr Bennett with all voting in favour).

23.04 To agree the process for the consideration of a complaint against the Clerk

The Selborne Parish Council Disciplinary Policy and Procedure document (SPCDP&P) was discussed. It was noted that the evaluation of any complaint against an employee should be carried out in a professional manner with care that it was objective, strictly confidential and credible to all parties.

It was **RESOLVED** to form a sub-committee of three members of the Staffing Committee and named as Cllrs Bennett, Earney and Grosvenor, to investigate the complaint and to form the Disciplinary Panel, if this Panel was required (proposed by Cllr Grosvenor and seconded by Cllr Bennett with all voting in favour).

The investigation would determine if there was 1) no infringement to answer and no further action or 2) if the procedure detailed under section 3 of the SPCDP&P would be implemented.

As Cllr Earney was not at the meeting, it was **RESOLVED** that Cllr O'Donnell would replace Cllr Earney if he was not available or not in agreement to form part of the sub-committee (proposed by Cllr Bennett and seconded by Cllr Grosvenor with all voting in favour).

No Terms of Reference of the sub-committee and no membership of an Appeals Panel, if required, were agreed. It was noted that any interviews carried out as part of the investigation should involve all three members of the sub-committee to ensure clear communication.

It was **RESOLVED** that the investigation stage would be carried out within the next four to six weeks: all information available would be reviewed and decision on whether to carry out any interviews would be made, followed by the interview stage and finally a period of two weeks for the sub-committee to consider and report on its decision (proposed by Cllr Grosvenor and seconded by Cllr Bennett with all voting in favour).

The meeting closed at 8.07pm

Signed Chair of Selborne Parish Council Staffing Committee	
Date	