

ST DENNIS PARISH COUNCIL

Minutes of the Staffing & GDPR Meeting held at the Claytawc Centre on Thursday the 25th June at 7.30 pm.

Present: Cllr Burnett, Cllr Edmunds, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

S1/25 Election of Chair.

Cllr Burnett was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.

Cllr Burnett was duly elected Chair of the Staffing & GDPR Committee.

S2/25 Election of Vice Chair.

Cllr Edmunds was nominated and seconded for the position. There being no further nominations a vote was taken. All present in favour.

Cllr Edmunds was duly elected as Vice Chair for the Staffing & GDPR Committee.

S3/25 Apologies

None.

S4/25 Declarations of Interest

None.

Standing Order 1c

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'

S5/25 To adopt the minutes of the Staffing Committee Meeting held on the 13th March 2025.

It was **Resolved** to adopt the minutes. All present in favour.

S6/25 Matters arising from the last meeting.

- The Clerks appraisal has been undertaken.
- The pressure washer has been purchased.
- The maintenance Operative position has been filled.
- The pay rises have been implemented.

S7/25 To retrospectively agree the appointment of the new Maintenance Operative.

It was **Resolved** to approve the appointment of the new Maintenance Operative. Proposed, seconded all present in favour.

S8/25 To appoint a member to undertake a GDPR Audit and provide a report for Full Council.

It was **Resolved** to appoint Cllr Edmunds to undertake a GDPR Audit. Proposed, seconded all present in favour.

S9/25 To consider the use of an outside consultant to aid HR and Health & Safety management of employees and to agree associated costs.

This was discussed at length and it was agreed that this would streamline both HR and Health & Safety processes. Whilst the idea was approved in principal it was agreed to undertake further investigations and obtain additional quotes from other providers.

S10/25 To review the Staff Absence Management Policy.

The policy was reviewed, it was agreed to add an additional section to highlight how the absence of the Clerk is managed. It was **Resolved** to adopt the policy with the agreed amendments. Proposed, seconded, all present in favour.

A copy of the policy can be found here: [Absence Management Policy](#)

S11/25 To review the Staff Disciplinary and Grievance Policy.

Several typos were highlighted and changes were made to reflect the introduction of a separate Staffing Committee and Appeals Panel introduced after the document was last reviewed. It was **Resolved** to adopt the policy with the amendments. Proposed, seconded all present in favour.

A copy of the policy can be found here: [Staff Disciplinary and Grievance Policy](#)

S12/25 To review the Staff Grievance Policy.

Several typos were highlighted and changes were made to reflect the introduction of a separate Staffing Committee and Appeals Panel, introduced after the document was last reviewed. It was **Resolved** to adopt the policy with the amendments. Proposed, seconded all present in favour.

A copy of the policy can be found here: [Staff Grievance Policy](#)

There being no other business the Chair closed the meeting at 8.30 pm.

Signed.....Date.....

Chair of the Staffing and GDPR Committee Meeting