

**Minutes of the Meeting of Frampton Cotterell Parish Council
Staffing Committee
11th March 2019 at 10:00am
Held at the Bockeridge Centre, Woodend Road, Frampton Cotterell**

Present: Cllrs Linda Williams (*Retiring Chair*), Sue Walters (*Vice Chair*), Alison Allan, Pat Hockey, and Susan Tubey.

Also Present: Naomi Bibi (*Clerk*)

Apologies: Cllr Jane Stickland

39 Election of Chair to Committee

Cllr Sue Walters was nominated and elected as Chair to the Staffing Committee
Cllr Pat Hockey was nominated and elected as Vice Chair to the Staffing Committee.

40 Apologies for Absence

Apologies were received and accepted by Cllr Jane Stickland.

41 Evacuation Procedure

The Chair drew attention to the emergency exits and evacuation procedure.

42 Declarations of Interest

There were none.

43 To approve the minutes of the previous staffing committee meeting held on 18th January 2019

The minutes were approved as an accurate record.

44 Recommendation from South Gloucestershire Council HR Team to have drafted a formal contract that clearly documents what data is being shared and how the data can be used.

It was **RESOLVED** to: go ahead with this piece of work but not without investigating the cost first and reporting back to the Staffing Committee.

45 To consider the current vacant post of Caretaker / Groundsperson and the job role and specification

It was **RESOLVED** that: the Clerk should draft new job descriptions, in consultation with South Glos HR, with a view to splitting the role into two jobs – one “Groundsperson”, one “Caretaker” – recommending hours and possible crossover times to ensure suitable cover, and to report this back to the Staffing Committee.

46 Confidential Item (public and press to be excluded): Appointment of New Staff – To approve the Clerk’s recommendation of new staff.

It was **RESOLVED** to: accept the Clerk’s recommendation.

47 Date of Next Meeting

No meeting date was set.

The Chair closed the meeting at 11:00am

