



**MINUTES OF THE GROBY PARISH COUNCIL
STAFFING COMMITTEE MEETING
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 10th MARCH 2025 COMMENCING AT 4 PM**

Present: Cllr L Trivett (Chair) Cllr S Beck Cllr K Griffiths Cllr C Lincoln

In attendance: Parish Clerk

STA/030/24-25 APOLOGIES FOR ABSENCE

Apologies were received from Cllr N Clarke and Cllr L Emmerson.

It was **RESOLVED** to accept these apologies.

STA/031/24-25 DECLARATIONS OF INTEREST

There were none.

STA/032/24-25 TO APPROVE THE MINUTES OF THE MEETING HELD ON 14th NOVEMBER 2024

It was **RESOLVED** that the minutes of the Staffing Committee meeting held on 14th November 2024 be signed as a true and accurate record.

STA/033/24-25 TO REVIEW POLICIES AND PROCEDURES

- i. Staff Handbook
- ii. Absence Policy
- iii. TOIL Policy

Members were advised that the Staff Handbook, Absence Policy and TOIL policy had been reviewed by Cllr Trivett and the Clerk however, due to time constraints, the Clerk had been unable to make the revisions for the Committee's consideration and the agenda item was **DEFERRED** to a future meeting.

STA/034/24-25 CLOSED SESSION

It was **RESOLVED** to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to consideration of staffing matters

STA/035/24-25 STAFFING MATTERS

- i. **To receive an update on Staff Appraisal**

An update on Staff Appraisals was provided which was **NOTED**.

- ii. **To consider a Staffing Matter**

A staffing matter was brought to the attention of the Committee and was considered.

RESOLVED for Cllr Lincoln and the Clerk to instigate an initial review of the situation and for the findings from the review to be brought back to a future meeting for further consideration.

STA/036/24-25 DATE OF NEXT MEETING

The date of the next meeting is to be advised.

The meeting closed at 5.10 pm

Signed:
Chairman

Date: