



Great Chart with Singleton Parish Council

Founded in December 1894

Minutes of the Staffing Committee meeting held on Thursday, 27th May 2022 at Singleton Village Hall starting at 10.30

Present: Cllrs Wiffen, Sullivan and Y Barker
A Szocs (Clerk)

The meeting commenced at 10.30 am

1. Election of chair

Members of the committee re-elected Cllr Wiffen as the chair.

Proposed: Cllr Y Barker	Seconded: Cllr Sullivan	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

2. Apologies for absence

Cllrs McClintock and Alexander

3. Declarations of Interest

None

4. Minutes of the Previous meeting

The minutes of the previous meeting held on 20th May 2022 were approved as a true record.

Proposed: Cllr Y Barker	Seconded: Cllr Sullivan	In Favour: 3
Vote against: 0	Vote Abstain: 0	Motion carried

5. Policies for Review

The committee reviewed the DBS policy and thanked Cllr Sullivan for writing it. The committee recommends the policy for approval to the full council with the additional amendments:

- Any new members of staff will be checked at the point of joining GCwSPC. Councillors will be checked at the time of becoming a public office holder either by election or co-option.
- Great Chart with Singleton Parish Council complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly and not to discriminate unfairly against anyone on the basis of conviction or other information revealed. Having a criminal record will not necessarily prevent an individual from being employed. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.

- The policy will be reviewed in 2023 and 3 years thereafter.
- Add councillors in the scope section.

6. Appraisal

The committee received a short report of the Clerk's appraisal.

7. Date and venue of next meeting

The date of the next meeting is Monday, 27th June 2022 at 10.30 pm

The meeting closed at 11.10 pm

Signed by: _____ Date: _____